CITY COUNCIL STUDY SESSION AGENDA
February 23, 2015

6:15 p.m. - Special Meeting: Meet and Greet with Regional Leaders
7:00 p.m. – Study Session

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

4. CORRESPONDENCE FOR THE RECORD
   a. E-mail Dated January 7, 2015, and January 16, 2015, from Michael Schafer, with Response from Chip Davis, Community Development Director, Regarding Burglary, Abandoned Houses, Airport Park.
   b. E-mail Dated January 27, 2015, from R. DeLorm Regarding Correction in One Word Spelling Letter for the Packet.
   c. E-mail Dated January 11, 2015, from Carolyne Albert with Response from Angelina Benedetti, Library Cluster Manager, and Nhan Nguyen, Management Analyst, Regarding KC Library, Downtown Burien, 400 SW 152nd Street.
   d. E-mail Dated February 1, 2015, from C. Edgar Regarding City Manager’s Report and ADA Access Issues.
   e. E-mail Dated February 5, 2015 from Brock Howell, Policy & Government Affairs Manager, Regarding Cascade Bicycle Club’s 2015 State Legislative Agenda.
   f. E-mail Dated February 5, 2015 from Eric Dickman, Artistic Director, Regarding BAT Thanks 4Culture.

5. BUSINESS AGENDA
   a. Discussion and Possible Approval of Memorandum Regarding City Manager’s Eight-Month Performance Review.

6. DISCUSSION ITEMS
   a. Discussion on Regional Issues.
   b. Discussion of the Burien Alternative Transit Service Proposal.
   c. Update on the “Roadmap to Address Homelessness in Burien” Project and Discussion of Committee to End Homelessness (CEH) Strategic Plan.
   d. Discussion on the King County Library System’s Plan to Build a Branch Library.

COUNCIL MEMBERS
Lucy Krakowiak, Mayor
Nancy Tosta, Deputy Mayor
Lauren Berkowitz
Stephen Armstrong
Bob Edgar
Gerald F. Robison
Debi Wagner

City Hall, 400 SW 152nd Street, 1st Floor
6. DISCUSSION ITEMS cont’d.
   e. Approval of Minutes: Council Retreat, January 24, 2015. 83.
   f. Presentation of Handbook for Citizen Committees, Boards and Commissions. 89.
   g. Review of Council Proposed Agenda Schedule. 129.

7. COUNCIL REPORTS
   b. Report on the Puget Sound Skill Center Meeting by Mayor Krakowiak. 137.
   c. Reports on the 2015 Sound Cities Association Regional Board and Committee Orientation, Metro Transit Public Meeting, Empty Bowls, South Central Area Action Caucus Group (SCAACG) Meeting, SCA Pre-PIC Workshop, SCA PIC Meeting, Watershed Resource Inventory Area (WRIA) 9 Meeting, and the Economic Viability of Local Food Subcommittee of the Regional Food Policy Council, Puget Sound Regional Council Meeting by Deputy Mayor Tosta. 139.

8. ADJOURNMENT
Michael,
Your email concerning the high crime rate in Burien and issues in Airport Park has been referred to me for a response. As we discussed on the phone last week, addressing the issues you outlined has involved several Burien departments and I can now summarize the specific actions that are being undertaken to address your concerns.

Captain Bryan Howard of the Burien Police provides the following answers to your first concern (Burglary) and your follow-up correspondence on January 16th:

We are sorry to hear you were the victim of a burglary on December 24. Our police department takes all crimes seriously and dedicates a great amount of resources to prevent, detect, and apprehend criminals within the City. In 2014, our 24 patrol officers responded to 18,823 emergency calls and initiated 10,788 of their own contacts or “on-views”. On-views include traffic stops and contacting suspicious persons in the hopes of deterring crime and assisting our residents.

The Burien City Council enacted the false alarm ordinance in 2004 because responding to false alarms consumes a tremendous amount of police resources. Faced with having to add extra officers, having slower response times, and raising taxes, the City Council approved of the City’s alarm ordinance. This is a model ordinance which has been adopted by many other jurisdictions and requires the alarm company to respond to the scene and verify whether the alarm was accidental or not. This “verified response” ordinance frees our officers up to respond to crimes against persons and other crimes reported to be occurring. Prior to the adoption of this ordinance, 99.9% of all alarms were determined to be false and of the fraction of valid alarms, suspects were rarely apprehended at the scene. Most burglary suspects are identified by fingerprint or video evidence during a detective’s investigation.

As recommended by the US Department of Justice, the verified response ordinance ensures that alarm companies properly maintain their equipment and prevents them from using public resources as part of their business model.

Similar to other urban jurisdictions, Burien does experience a high number of property crimes. To combat crime in Burien, we have 4 officers assigned to a special emphasis team and 3 detectives assigned to a street crimes unit. Besides our reactive patrol unit of 25 officers, those 7 specifically officers and detectives focus on reducing crime in Burien. We utilize data to focus on the highest crime neighborhoods, and have had great success doing so.
is always a “work in progress” and we appreciate resident feedback which we incorporate into adjustments to our deployment plan. We sincerely appreciate the feedback you’ve provided and your assistance in making Burien an even better place to live and work.

Code Compliance Office Barbara Canfield has been responsible for actions regarding your second concern (Abandoned Houses). The City is in contact with the owner of the vacant house at 716 South 176th Street and has requested that the property be secured immediately. As of January 29th, the property owner signed a No Trespass Letter which was filed with the police department allowing them to take appropriate action against those who loiter or engage in illegal activity on vacant property. Please call 911 when you see loitering or illegal activity on the property and let the dispatcher know that there is a No Trespass Letter on file with the Burien Police Department. The property owner has not secured the property as instructed and has been notified that if he fails to secure the house and garage by February 9th, further code compliance action will be initiated.

Burien does have a program for posting as condemned abandoned properties without utility service. Most often we are not able to locate the owners of these properties or they are under bank ownership. In this instance we have located a local owner and are working with the owner to address neighborhood concerns. If the property continues to be the location of criminal activities, City of Burien departments work in coordination with Burien Police to clear and secure the property, as was just demonstrated last week at a house in the 12400 block of 12th Avenue South. We very much appreciate your involvement in reporting any suspicious activity you observe at the vacant house in your neighborhood.

The response to the third concern you raised (Airport Park) involved Code Compliance, Public Works Director Maiya Andrews and Parks Director Michael Lafreniere’s staff. Earlier in the month, Public Works staff removed the collected trash at the South 176th Street end of the trail and in conjunction with Parks staff installed trash receptacles at both ends of the trail. We will be monitoring the receptacles to determine the level of usage for the next few months. Public Works crews are also cleaning up the clothing and garbage associated with someone living between the trail and the road. They were not able to locate anyone living there at the present time and if you observe someone in the future please let us know so we can have Burien Police remove them from this public property. Thank you for collecting the trash along the road and trail and please contact us in the future if a trash pickup is required.

Thank you for your comments and if you have any further comments or questions regarding this response, please feel free to contact me at any time.

Charles W. "Chip" Davis, AICP
Community Development Director
City of Burien
(206) 248-5501
chipd@burienwa.gov
www.burienwa.gov
From: mischafer@comcast.net [mailto:mischafer@comcast.net]
Sent: Friday, January 16, 2015 1:19 PM
To: Public Council Inbox
Subject: Fwd: Burglary, abandoned houses, Airport Park,

Hi Carol,

I would like to add more information to my email. I have done more research on the guard service and talked with Tony Burgard from Northwest Protective. They work with several security companies including Protection One for the Burien area. They were the company that responded to be house when my alarm went off. They took 48 minutes to get to my house. I was told the security guard came from Issaquah. Tony told me on average it takes them 30 minutes to get to houses. So, the chances of them seeing a person, car, or anything that could be used to catch someone is zero. I'm sure most criminals know this. So, the only way you have a chance to catch someone breaking into your house in Burien is if you are home. You can't rely on a neighbor to call the police unless they are 100% sure it is not you, your family, or friends near your house. You also can't expect them to walk behind your house if there is suspicious activity.

On the other hand, we live right next to Normandy Park and it is like a different world. They have low crime and a much lower burglary rate per 1,000 people. They respond to alarm systems and criminals are not welcome. In Burien it feels the other way. From my observations looking at houses in Burien most people don't have alarm systems. But, when my wife and I walk through Normandy Park it seems much different. I think the Burien ordinance looked good on paper, but in reality in my opinion it has helped increase burglaries in this city. If the Council is okay with the crime rate in Burien that is unfortunate. In my humble opinion everything should be on the table on different ways to take a bite out of crime.

To me when someone is in your house going through your things that is a very serious crime. Your home is your castle and criminals need to feel not welcome in Burien.

Thank You,

Michael Schafer

From: mischafer@comcast.net [mailto:mischafer@comcast.net]
Sent: Wednesday, January 07, 2015 11:16 AM
To: Public Council Inbox
Subject: Burglary, abandoned houses, Airport Park,

Dear Burien City Council:

I'm writing to you today regarding the high crime rate in Burien and issues in Airport Park. My concerns are numbered 1-3.

1. My wife and I unfortunately got to experience Burien's high crime rate first hand on Christmas Eve 2014. We had a break in while we were on our way to Oregon for Christmas. I had 4 sensors go off including 2 doors at 3:27pm on Christmas Eve in my house. According to the ordinance in Burien I'm supposed to use the guard service when I'm not home. So, Protection One called the
guard service after informing me my sensors were triggered. I was 100% certain someone was in my house. We don't have false alarms and door sensors are only triggered by opening the doors. It took the guard service 46 minutes to get to my house. By the time they arrived the criminals were long gone. I ended up driving back to Burien to board up a window and fix a door. We lost valuable watches and jewelry. If I would have called the police right after my sensors were triggered and they were near my neighborhood, the criminals may have been caught. There is one way in and one way out of S 176th ST. Once police come down S 176th St. criminals have no way out. My wife and I didn't feel comfortable leaving our house after the break in and for the first time in my life I didn't spend Christmas with my family in Oregon. Hard to tell a crying mom you are not coming home. But, with the very slow response from the guard service and the Burien ordinance it's hard to leave your house.

With Burien's current ordinance if you aren't home when your house is broken into you have little chance to catch anyone, or a neighbor has to be the police and check out your house. I'm sure criminals are very aware of this ordinance. Burien has a very high crime rate so I don't think this ordinance is helping anyone. I'm not saying alarm companies should call the police every time an alarm is going off. But, if a homeowner or family member makes the call that their alarm is going off the police department should take it seriously and respond. If people power is the issue then you should increase the police department. I would think all voters of this city would agree that crime in Burien is way to high!! I'm sure if you had a great plan to clean up crime and it required increased taxes people would listen. The Highline School District seems to be able to pass huge levies and likely a future 400 million bond to rebuild schools. I don't think personal safety is less important than schools to people. I would think to many people it's even more important than schools. I can't remember anything sent to my house regarding the high crime rate in Burien and a plan to clean it up. Burien is currently a dangerous city and with the right plan I believe it could be cleaned up. I propose that there should be police assigned to different parts of the city. We are on the far southern tip of the city. If there were always police within 10 minutes of all the houses in Burien then you could respond to alarms at the request of homeowners. I would think that would decrease crime.

If you already have a plan to reduce crime substantially in Burien I would love to hear it.

2. There needs to be a plan for abandoned houses in Burien. We have a house next to us that has not been lived in for at least 10 years. 716 S 176th ST. The owners live in a different city and have done nothing to that house for years. They inherited the house when their parents died. There has been criminal activity and squatters in that house over the last few years, and I have called the police multiple times to report suspicious activity near this house. The house deteriorates more and more each year. There should be a limit on the number of years a house can be vacant. I talked with Barbara from code violations and she said that the only thing she can do is make sure the owners secure the house. The house has a kicked in door and is a long way from secure. With the age of the house and deterioration securing it will be very difficult. This house attracts criminals to our street and there is nothing we can do about it. I attached a picture of the house.

3. I have a couple issues in Airport Park. There is a walking path in the front part of the park that often has garbage left on it. There are no garbage cans on either end of the path. I often pick up garbage and contact the city for pickup. We had a similar problem on the other side of the road by the bus stop and I convinced the metro to install a garbage can. It has made a big difference on the other side of the road with far less garbage. From my experience if people are given an opportunity to do the right thing they often will. I'm requesting a garbage can on both ends of the walking path. In addition, there is also a homeless person that is or has lived in front of the park by the road. This person has left lots of garbage in this area with pants currently hanging from trees. If you walk in front of the park by the road you will see the garbage in the trees and clothes hanging from trees. If this person is still living there they need to be moved and the garbage needs to be cleaned up. I
attached a picture of the garbage I picked up over the weekend from the walking path and in front of the park by the road.

I would appreciate a response from the council on my three issues, and I would love to talk with you in person if that would help. Thank you for your service to our city.

Michael Schafer

650 S 176th ST.
Burien, WA 98148
206-450-1625
Dear Mr. DeLorm,

Thank you for writing to the City Council to express your concerns. Your email will be included in a future Council agenda packet as Correspondence for the Record.

Sincerely,

Carol Allread
Executive Assistant

From: Monica Lusk
Sent: Monday, January 26, 2015 8:38 AM
To: Public Council Inbox
Subject: FW: correction in one word spelling letter for the packet

From: CenturyLink Customer [mailto:mdchd@q.com]
Sent: Sunday, January 25, 2015 3:23 PM
To: Monica Lusk
Subject: correction in one word spelling letter for the packet

From: "CenturyLink Customer" <mdchd@q.com>
To: "Monica Lusk" <monical@burienwa.gov>
Sent: Sunday, January 25, 2015

Letter to the City Council and the City Manager;

The Burien City Council had a retreat on Saturday, January 24, 2015 and once again the majority of the Council’s time was wasted on constant argument rather than quality, productive work. This has become a pattern with this Council. The Council added four new members last year.

While people should get a couple of months to get up to speed at a new job before being criticized about their work, some of these new City Council members have been on the job for one year now and have not gotten up to speed. They seemed to have missed the point of what a City Council is really supposed to do-set policy, not wordsmith. There are a couple of new members of the Council who spend inordinate amounts of time arguing and nit picking over words constantly and enjoying their own air time at the expense of the rest of us. As a result, the Council meetings now run to almost 11 pm with little accomplished.

CFTR: 2/23/15
The purpose of this retreat was to set and prioritize the Council goals and work schedule for the new year and Burien has lots of work to get done (updating their guidelines for Council members and operations, economic development such as helping to keep and retain businesses in the city, development and funding a new community activity recreation center, funding for new play fields, public safety issues and public perceptions, completing its Comprehensive Plan update, writing a new Critical Areas Ordinance, coming up with a plan to fund Stormwater Infrastructure as mandated by the State, funding for road maintenance and preservation, etc.).

Instead, the Council elected by a vote of four to three at this retreat to make Council term limits one of their high priorities. This decision is directly aimed at just one Council member to get rid of her. It also appears to be a move by a new Council member (who is very aggressively insistent and very ambitious to be the mayor) to move herself into position to be the mayor. Citizens have not expressed a pressing need or desire to have term limits for elected officials in Burien. In none of the Community Assessment Surveys done have Burien citizens ever identified or listed term limits for the Council as an issue or a priority, much less a high priority item. The election process, as was seen in the Burien 2013 election, was a de facto term limit mechanism for elected public officials. Three members were voted off of the Council and one chose not to run again.

Of the 180 code cities in the State of Washington (Burien is one of these) only three of them have term limits. Two other cities, Kent and Millwood, had term limits but repealed them. Federal Way considered term limits in 2011 and rejected the idea. One discussion comment from that Federal Way decision was, “If the voters feel a council member needs to be replaced, then they need to actively find someone to run against him or her in the next election, and support them. That’s what elections are for. As you can see, Federal Way is one of the 180 non-charter cities in Washington state, and only three of them have term limits. Why would we even be considering that change?” Federal Way Mirror, Allmain article, 9/8/11.

In 1990, the State of California enacted term limits for the state. According to many of the politicians and political observers in California, this was a bad move: “It has been completely disastrous,” said the Los Angeles Democrat. “There is nowhere else where you would choose somebody less experienced than someone with more experience. You wouldn’t do that with your dentist. You wouldn’t do that with your lawyer. You wouldn’t do it with your carpenter. Why do we do it in such an important endeavor as governing?”, Representi, McNay, 10/15/12.

The Washington State legislature does not have term limits. The State judicial positions do not have term limits. The King County Council does not have term limits and the vast majority of Washington cities do not have term limits so why would the Burien City Council be making this its top priority for something that can regularly and effectively be controlled by the voters?

The Burien Council enacted term limits on members of its advisory boards in 2013 because those individuals are not elected by voters; they are appointed positions. Appointed positions become riddled with problems of nepotism because the citizens have no vote or voice in the appointments or how to get rid of these members. Elected council positions are an entirely different story. And in this current council case, under the guise of claiming the citizens want term limits which is based in no fact, it is a mean and devious method to target one council member by four council members.

Term limits are very costly to cities and citizens because there is a constant need to keep paying to train up new council members and there is a loss of historical knowledge and experience about local and regional issues and connections that are needed for a small city to progress in the region. The vast majority of the State agrees with the position that term limits are not needed.

Some members of this current Burien City Council need to get their heads on straight and work on the real issues confronting the City rather than playing personal, political games and indulging in endless blathering at the expense of the citizens. Term limits are one of these non-important political games that have no basis in fact in State, County or cities standings. Look at the statistics and facts for Washington State. Burien does not need term limits. Right now, Burien needs to retain and encourage new businesses for the city, it needs a community activity center and it needs to focus on crime prevention and public perception of this issue. These are the issues the citizens consider as the high priority issues.

R. DeLorm

Only two charter cities in Washington have term limits, Tacoma and Spokane.
Please put this letter in the next City Council packet.
Hello, Ms. Albert—

Thank you so much for voicing your concerns regarding the Burien Library and City Hall. As the Manager responsible for the libraries in the Burien area, I am able to respond to your questions regarding the library’s policies.

The Library’s Rules of Conduct apply within the library itself. They are available on the Library’s website for your reference, Rules of Conduct Policy. Note that we address activity that unreasonably interferes with others’ use and enjoyment of the library; and, while other activities inconsistent with library use (e.g. bathing, shaving, washing clothes) are prohibited, sleeping is allowed. In September 2014, the library began hiring off-duty police during some open hours to help address illegal behaviors.

As for the space immediately outside of the building, as with the City, we are bound to allow for activities that are consistent with the concept of a public forum. We do not allow solicitation on library property and regularly monitor the library, lobby, and building exterior for the presence of litter.

Please feel free to alert library staff if you witness a behavior that is inconsistent with our Rules of Conduct. We will be happy to address it.

All the best,
Angelina Benedetti
Library Cluster Manager – Burien, SeaTac, and Tukwila Communities
angelina@kcls.org

Dear Ms. Albert,

Thank you for writing to the Burien City Council to express your concerns. I’m copying the King County Library staff on this email as so they can also respond to your concerns regarding the library policy on patron’s usage.

As to your concerns about young adults occupying space, panhandling, cussing or trash talking outside of the library and elsewhere in Burien, it is not illegal for people to exhibit these behaviors. It is illegal, however, to aggressively panhandle and litter. The increase in these behaviors could be attributed to a recent increase in the homeless population in our city. Our City Council discussed this issue at a Study Session on September 22, 2014 and in various other meetings, and directed staff to work on it. Staff are collaborating with a local and regional network of partners on identifying strategies, best practices, and resources regarding homelessness prevention and assistance. These partners include the King County Department of Community and Human Services, the King County Committee to End Homelessness, community non-profits, faith-based organizations, Highline Public Schools, and others. We are also working with the
University of Washington Evans School of Public Affairs to create a roadmap to guide the City in our work to handle homelessness issues. The City Council set aside funding in the 2015-2016 Biennial Budget to implement ideas from this roadmap. The next City Council meeting to discuss the roadmap will be on February 23.

As to your question regarding police presence, the King County Library is contracting with an off-duty officer to patrol the library building regularly. In addition, Burien Police officers are checking in on the area on a regular basis. Our Burien Police Captain Bryan Howard would like to let you know that the Burien PD is setting up surveillance operations to identify and deal with criminal activity in and around the Library/City Hall building.

Again, thanks for writing to us. Please contact me if you have additional questions or concerns.

Sincerely,

Nhan Nguyen
Management Analyst
Burien City Manager’s Office
206.439.3165

From: Public Council Inbox
Sent: Wednesday, January 14, 2015 9:15 AM
To: 'starmisswendy@comcast.net'
Subject: RE: KC Library, downtown Burien, 400 SW 152nd Street.

Dear Ms. Albert,

Thank you for writing to the City Council to express your concerns. Your inquiry has been forwarded to staff for follow-up, and your email will be included in a future Council agenda packet as Correspondence for the Record.

Sincerely,

Carol Allread
Executive Assistant

From: starmisswendy@comcast.net [mailto:starmisswendy@comcast.net]
Sent: Sunday, January 11, 2015 11:12 PM
To: Public Council Inbox
Cc: Lucy Krakowiak
Subject: KC Library, downtown Burien, 400 SW 152nd Street.

Dear Burien Council, and Mayor,

Young adult, and adult, drug addicts are constantly loitering, cussing, trash talking, littering, dumping their belongings out, and occupying, the King County, Burien location, Library premises, outside and inside. This includes the bus stop and the park.

At the library again today, I watched this all afternoon, including one young man stroll into the Library with his sleeping bag wrapped around him.

Also, mature adult males are sleeping and asleep for hours in the library chairs.
Can any of this be stopped, and can the police presence be funded to full time at the Library?

Thank you so much,

Sincerely,

Carolyne Albert

Taxpayer and voter.
Dear Ms. Edgar,

Thank you for writing to the City Council to express your concerns. Your email will be included in a future Council agenda packet as Correspondence for the Record.

Sincerely,

Carol Allread
Executive Assistant

February 1, 2015

To the Burien City Council and the Burien City Manager,

In reading over the Council meeting packet for February 2, 2015, I found in the City Manager’s Report item D discussing Public Beach Access at Three Tree Point. As I recall this citizen request, it first came in as a request to improve a boat access to an area that is highly impacted by storms, tides and moving rocks, driftwood and debris. The step down from the parking area is steep and difficult and the parking in the area is very limited. The Council elected to take not action. Then a second letter came into the Council from the citizen insisting that this must now be a required ADA improvement to this area with a ramp and of course ADA parking would also be required. The projected costs could be up to $35,000. Both times the staff has responded that this can be done but with some difficulties. There would be needed permits from DOE and it is a budget expense that the City does not have funds for.

I am an ADA orthopedically qualified individual by State and Federal Standards. As I understand ADA law, the City is in no way obliged to provide boat launch access to this beach when there is a boat launch access approximately one mile away to the same body of water.

I went down to the area I believe was discussed in the letter to see if I could carry a water craft into the Sound in that location and found that even if it was improved, I still would not be able to do it. The slope of the land in the area, the parking situation and very possibility that logs, rocks and debris that could at anytime block even an improved area still makes it inaccessible to ADA orthopedically impaired persons carrying boats. This area is not a maintained park area, simply an access point. Also, based on the ongoing events at Eagle Landing (in the past nine years the area has been damaged to level it is unsafe to use three times and is now closed), I question the wisdom of developing this area and putting a boat ramp at Three Tree Point only to be destroyed by acts of God and natural action in the area.

This last year, Seahurst Park was redeveloped at great expense to the Federal Government, State Government and City of Burien. This is a location that is accessible for those ADA citizens needing access to the beach and water. It is also a location where a hand carried boat can be easily launched. The ADA parking in the area is generous and provides ample space for an ADA qualified person (if they even are able to lift their own craft) to put their craft into the water. There are also restrooms available at this location. It is just a short paddle away from the access point this citizen wants further developed for boat access at Three Tree Point. Seahurst is a regularly maintained park site. Additionally looking at the address of the citizen who wrote the letter, it appears that this citizen lives adjacent to Seahurst Park which is already ADA accessible and much closer than driving to Three Tree Point.
What I take issue with is that this citizen request has been forwarded three times to the Council. Each time, staff has spent time to research it and then sent it to the Council to discuss how this can be done should funds suddenly appear.

For several years now, I and other citizens have communicated with the Council and City Staff about parts of the current Library/City Hall/parking that are still not completely ADA accessible. Starting in 2010, I wrote to the Council about barriers to the disabled in the current structure. The City website claims that the Phase 1 Town Square was done in 2009 and at that time, it was not completely ADA accessible then. This building was built with Federal funds and as such should have been completely ADA accessible. Even after appearing before the Council several times about the problems, I and other disabled individuals still find the barriers have still not been completely removed. No one has ever met with me to discuss the continuing ADA barriers to the site nor has any staff even studied and predicted how they can be eliminated and the costs. Under ADA law, architectural building access is required in new construction. ADA processes and procedures for accommodating ADA individuals at public events and an ADA contact for the City ADA Officer are supposed to be published in City publications. Additionally, I was told that a form was being developed for citizens to bring forth ADA concerns to the attention of the City Manager. I have never seen that final form document. Please forward a copy to me. I have requested it before.

Therefore I am requesting that before any monies go to even considering building a boat ramp at Three Tree Point, that someone address the architectural barriers that still exist for the Town Square Library/City Hall building as well as publication of ADA processes and procedures and the city officer. Under ADA law, architectural building access is required for public buildings and their facilities but boat ramps are not part of the deal.

Please feel free to contact me, if you have any further questions.

Respectfully,
C. Edgar
Dear Burien City Councilmembers,

Cascade Bicycle Club has set its 2015 State Legislative Agenda, which you will find below and attached. As you have your own discussions with legislators in Olympia, we encourage you to consider our priorities outlined below.

I would be happy to meet with you to discuss our priorities further.

Sincerely,

Brock Howell
Policy & Government Affairs Manager
m: 206-856-4788

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2015 Legislative Agenda

The Cascade Bicycle has set our 2015 legislative agenda to achieve our organizational strategic plan, including reaching our objectives to achieve zero traffic fatalities and serious injuries; funding a bikeway network; and connecting our region with safe, comfortable bikeways.

These objectives are consistent with the priorities of Washington Bikes, which is bringing a unified, collective voice for bicycling issues to Olympia.

Funding Our Future

As the Governor and Legislature begin another round of discussions to pass a multi-year transportation spending package, the funding for school safety improvements are in doubt. It’s crucial that Washingtonians get the right investments for biking, walking, and making streets safe for everyone. Investments in new bikeways are the most cost-effective way for increasing safety and mobility.
And yet, Washington continues to slip behind other states in making investments to grow bicycling and make safer streets, investing less than one-percent of the state transportation budget in bicycling and pedestrian infrastructure.

Cascade supports a state transportation package that:

- Prioritizes full funding for the Safe Routes to School Grant Program, local Complete Streets projects, Pedestrian & Bicycle Safety Program, and highway and street maintenance.

Sound Transit is currently seeking authorization to expand its taxing authority to extend its high-capacity system, commonly referred to as “ST3.” If the legislature includes ST3 authorization within the negotiations of the transportation package, Cascade does not support diminishment of fully funding the bicycle and pedestrian safety programs listed above.

In addition, Cascade will support the ST3 authorization if it includes a significant funding dedication for pedestrian and bicycle access to the transit stations.

Connecting Our Region

Bicycle travel and tourism is big business. Washington receives $3.1 billion annually in economic revenue from bicycle travel and tourism. To capitalize on this significant economic activity, we need an improved regional trail system along irrigation canals, dikes and former rail lines; improved bikeway networks in cities; and better bike tourism marketing.

Cascade supports:

- The $97 million request for the Washington Wildlife and Recreation Program.
- Seeking investments for a study and collaborative effort to improve strategies to grow our state’s economy around bicycle recreation.
- Updating the state law regarding faulty traffic signal detection to allow bicyclists to stop and proceed or make left turns through traffic control signals that do not detect bicycles, with certain prescribed limited conditions and clear protocols.

Vision Zero

Through better street design that accommodates all users and enforcement, we can work towards eliminating bicyclist deaths and serious injuries. To reach this goal, Cascade supports:

- Funding professional education trainings for city prosecutors and law enforcement on when and how to use the Vulnerable Use Law.
• Updating the distracted driving legislation to improve enforcement and better account for new technology.
2015 Legislative Agenda

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As the Governor and Legislature begin another round of discussions to pass a multi-year transportation spending package, the funding for school safety improvements are in doubt. It's crucial that Washingtonians get the right investments for biking, walking, and making streets safe for everyone. Investments in new bikeways are the most cost-effective way for increasing safety and mobility.

And yet, Washington continues to slip behind other states in making investments to grow bicycling and make safer streets, investing less than one-percent of the state transportation budget in bicycling and pedestrian infrastructure.

Cascade supports a state transportation package that:

- Prioritizes full funding for the Safe Routes to School Grant Program, local Complete Streets projects, Pedestrian & Bicycle Safety Program, and highway and street maintenance.

Sound Transit is currently seeking authorization to expand its taxing authority to extend its high-capacity system, commonly referred to as “ST3.” If the legislature includes ST3 authorization within the negotiations of the transportation package, Cascade does not support diminishment of fully funding the bicycle and pedestrian safety programs listed above.

In addition, Cascade will support the ST3 authorization if it includes a significant funding dedication for pedestrian and bicycle access to the transit stations.
Connecting Our Region

Bicycle travel and tourism is big business. Washington receives $3.1 billion annually in economic revenue from bicycle travel and tourism. To capitalize on this significant economic activity, we need an improved regional trail system along irrigation canals, dikes and former rail lines; improved bikeway networks in cities; and better bike tourism marketing.

Cascade supports:

- The $97 million request for the Washington Wildlife and Recreation Program.
- Seeking investments for a study and collaborative effort to improve strategies to grow our state's economy around bicycle recreation.
- Updating the state law regarding faulty traffic signal detection to allow bicyclists to stop and proceed or make left turns through traffic control signals that do not detect bicycles, with certain prescribed limited conditions and clear protocols.

Vision Zero

Through better street design that accommodates all users and enforcement, we can work towards eliminating bicyclist deaths and serious injuries. To reach this goal, Cascade supports:

- Funding professional education trainings for city prosecutors and law enforcement on when and how to use the Vulnerable Use Law.
- Updating the distracted driving legislation to improve enforcement and better account for new technology.
Dear Mr. Dickman,

Thank you for writing to the City Council to express your concerns. Your email will be included in a future Council agenda packet as Correspondence for the Record.

Sincerely,

Carol Allread
Executive Assistant

From: Eric [mailto:eric@burienactorstheatre.org]
Sent: Thursday, February 05, 2015 1:30 PM
To: Public Council Inbox
Subject: BAT thanks 4Culture

Dear Council,

BAT is happy to announce that it once again was awarded a sustaining grant from 4Culture. The wonder of this type of grant is that the funds may be spent on any project BAT is working on.

As 4Culture put it:

"Your award is the result of a highly competitive process. This year’s adjudication panel considered funding for many worthy organizations. They awarded funds based on a number of criteria specific to the program. We applaud you for being part of this successful group."

BAT applauds 4Culture for its assistance in making better live theater in Burien possible. Without the kindness of organizations like 4Culture and BAT’s many individual and other donors, BAT could not continue to produce high quality theater.

Thanks to 4Culture, and to the City of Burien, for their continued support.

Eric Dickman
Artistic Director

CC: Michael Lafreniere, Parks Director
        Dan Trimble, Economic Development Manager
## Agenda Subject: Discussion and Possible Approval of Memorandum Regarding City Manager’s Eight-Month Performance Review.

<table>
<thead>
<tr>
<th>Meeting Date: February 23, 2015</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Departments:</strong> Human Resources</td>
</tr>
<tr>
<td><strong>Contact:</strong> Angie Chaufty</td>
</tr>
<tr>
<td><strong>TelephoneNumber:</strong> (206) 248-5504</td>
</tr>
<tr>
<td><strong>Adopted Work Plan Priority:</strong> Yes ✓ No</td>
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</tbody>
</table>
| **Attachments:**
1. Draft Memorandum |
| **Fund Source:** General Fund Activity Cost: |
| **Amount Budgeted:** |
| **Unencumbered Budget Authority:** |

**PURPOSE/REQUIRED ACTION:**
The purpose of this agenda item is for Council to review and approve the City Manager’s eight-month performance review memorandum.

**BACKGROUND (Include prior Council action & discussion):**
On January 26 and February 2, 2015, Council met in executive session to discuss the performance of the City Manager for the period of April 16, 2014 through December 16, 2014.

**OPTIONS (Including fiscal impacts):**
1. Consider and approve Attachment 1.
2. Amend and approve Attachment 1.

---

**Administrative Recommendation:**
Approve Attachment 1 documenting the City Manager’s eight-month performance evaluation.

**Advisory Board Recommendation:** N/A

**Suggested Motion:** I move to approve Attachment 1 documenting the City Manager’s eight-month performance review.

Submitted by: Angie Chaufty

**City Manager**

**Today’s Date:** February 18, 2015

File Code: R:/CC/Agenda Bills 2015/022315cm-3 City Manager Evaluation Memo
2014 – (8 month) Burien City Manager Performance Evaluation

This performance evaluation assessed the 8 month job performance of the City of Burien City Manager, Mr. Kamuron Gurol. His performance covered the time period from April 16, 2014 through December 16, 2014. Areas of evaluation included general expectations, achievements and staff input. A leadership team survey and general employee survey (10% random) were conducted at this 8 month evaluation. Results were compiled and the summary and the individual (anonymous) survey sheets with comments were provided to the council. The City Manager was provided with the 2 survey summaries prior to his meeting with the Council.

Council members provided comments relative to the City Manager’s performance during his first 8 months with the city. Council members’ ratings, in the six ‘Expectations’ categories, ranged from ‘Outstanding’ to ‘Not Developed.’ Averaging the input, Mr. Gurol’s rating for each individual category ranged from ‘Very Strong’ to ‘Competent.’ Overall, the average was ‘Very Strong.’ The highest ratings were in the Community Relations and Job Skill categories. And Mr. Gurol continued to demonstrate strong Communication and Policy Making/Vision Implementation.

During Council deliberations, the areas reflecting a need for more emphasis by the City Manager included Intergovernmental Relations and the Management of the Organization. There was also an interesting pattern that was noted in the Communication Category where several council members rated the City Manager as ‘Outstanding’ with a few rating him as ‘Underdeveloped’ and ‘Not Developed.’

Council members and Mr. Gurol acknowledged that there were several achievements (Develop Public Engagement plan for Council review... Conduct a leadership Team teambuilding retreat... Develop and start implementing training programs for all City staff.....Meet with key non-profit agencies and community groups....Initiate public engagement and outreach strategies.....Reach out to potential partners...) that are in progress. The council will forward these goals to the 12 month evaluation. The Council appreciated the City Manager’s hard work on the On-going items. The Council would like the City Manager to add extra emphasis to the following three (3) On-going items - Motivating employees....
Facilitate City Council deliberations...Ensure that policies/issues are effectively....(please refer to the evaluation form for the complete text of italicized goals).

In the Future Development section, the Council appreciates the emphasis the City Manager placed on the 6 itemized goals. The Council would also like to see concentrated focus placed on the continued development of an effective Council, City Manager and Leadership Team.

The council is looking forward to the next evaluation at 12 months. At this evaluation, along with the City Manager's self-evaluation, the council will again receive input from the staff. The goal is to maintain a strong Council/Manager team by ensuring open and productive communication on a regular basis.

__________________________________________  Date____________________
Kamuron Gurol
Burien City Manager

__________________________________________  Date____________________
Łucy Krakowiak
Mayor, City of Burien
# PERFORMANCE EVALUATION OF CITY MANAGER BY MAYOR AND CITY COUNCIL

**Period:** 08/16/2014 – 12/15/2014

## Ranking Key

<table>
<thead>
<tr>
<th>OUTSTANDING: Truly excellent; a clear strength; could be a role model for others.</th>
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<tbody>
<tr>
<td>VERY STRONG: Highly effective, but still could be fine-tuned.</td>
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<tr>
<td>COMPETENT: Solid and steady in essential aspects.</td>
</tr>
<tr>
<td>UNDERDEVELOPED: Not consistent or fully developed in some essential aspects; could be a weakness if critical for job success.</td>
</tr>
<tr>
<td>NOT DEVELOPED: Undeveloped in most essential aspects; would clearly be a weakness if critical for job success.</td>
</tr>
<tr>
<td>DOES NOT APPLY: Not relevant or do not know.</td>
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</tbody>
</table>

## GENERAL EXPECTATIONS

### 1. COMMUNITY RELATIONS

Indicators of successful performance. The City Manager:

- Builds long-term relationships with citizens, understands their current and future needs, meets commitments and keeps customers informed.
- Seeks and uses customer feedback.
- Makes effort to know and understand general community concerns.
- Makes effort to know and understand special interest and community organization concerns.
- Encourages public participation in developing City policies and implementing them.
- Provides information on significant constituent complaints/inquiries.
- Works proactively with the press.

Comments:
2. INTERGOVERNMENTAL RELATIONS
Indicators of successful performance. The City Manager:
- Provides information regarding intergovernmental relations.
- Is effective in representing the City’s interests.
- Participates to have impact on behalf of the City.
- Actively promotes City policy with other agencies.

Comments:

<table>
<thead>
<tr>
<th>RATING</th>
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<tbody>
<tr>
<td>□ Outstanding</td>
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<tr>
<td>□ Very Strong</td>
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<tr>
<td>✓ Competent</td>
</tr>
<tr>
<td>□ Underdeveloped</td>
</tr>
<tr>
<td>□ Not Developed</td>
</tr>
<tr>
<td>□ Does Not Apply</td>
</tr>
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</table>

3. COMMUNICATION
Indicators of successful performance. The City Manager:
- Provides for a direct contact with each Councilmember that is tailored to the individual preferences and needs of each Councilmember.
- Equally shares information with all Councilmembers on a specific issue.
- Communicates in a timely, forthright, and open manner.
- Facilitates open, two-way communication.
- Listens and demonstrates understanding; clarifies meaning for others.
- Actions encourage mutual honesty, respect, and trust.
- Provides the Council with reasonable access to information.
- Seeks to know and understand the significant concerns of stakeholders before making recommendations to the Council.
- Insures staff are available to respond to Council questions regarding agenda.

Comments:

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>□ Outstanding</td>
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</tr>
<tr>
<td>□ Not Developed</td>
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<tr>
<td>□ Does Not Apply</td>
</tr>
</tbody>
</table>
4. POLICY MAKING/VISION IMPLEMENTATION

Indicators of successful performance. The City Manager:

- Applies knowledge, skills and mastery of job processes to achieve results and continues to develop and advance capabilities.
- Is objective and takes care to separate facts from judgments.
- Is committed to the Council’s vision for the community.
- Recognizes that the Council needs to make policy decisions.
- Ensures that policies/issues are effectively analyzed, potential solutions and impacts are thoroughly researched, and meaningful options/recommendations are fairly and objectively presented.
- Provides for an orderly, open, and effective policy process with adequate lead time.
- Makes effort to create a positive environment for decisions; acknowledges all points of view.
- Assesses impact of policy choices on the Council’s vision.
- Doesn’t count votes.

Comments:
5. MANAGEMENT OF ORGANIZATION

Indicators of successful performance. The City Manager:

- Accepts full accountability for staff.
- Identifies organization problems and takes remedial action.
- Effectively utilizes subordinates' skills; promotes excellence in employees; holds staff accountable; provides for staff growth and development; deals with disciplinary issues promptly and fairly.
- Looks for ways to improve and promote quality and increase productivity.
- Effectively participates in accomplishing team goals.
- Demonstrates and promotes professionalism, respect, honest, integrity, trust and fairness to all.
- Establishes annual goals for the City that are in alignment with Council goals.
- Assures that staff provides independent advice and is not political
- Assures that staff provides high quality product within financial constraints.

Comments:

6. JOB SKILLS KNOWLEDGE

Indicators of successful performance. The City Manager:

- Sets and achieves goals and objectives.
- Is organized, manages time efficiently, and is able to perform a wide variety of job-related tasks.
- Demonstrates ability to clearly isolate and define problem areas and consider alternatives and consequences before making decisions.
- Demonstrates flexibility in responding to priorities and organizational change.
- Plans, organizes, directs the preparation of, and manages the budget to conform to guidelines adopted by the City Council.
- Plans and organizes a process of strategic planning in anticipation of future needs.

Comments:
Eight Month
• Yes □ No Conduct a Leadership Team teambuilding retreat and identify opportunities to further strengthen LT's abilities to work as a team.

• Yes □ No Develop on-going teambuilding program for Council, City Manager, Leadership Team.

• Yes □ No Develop and start implementing training programs for all City staff based on needs (e.g., Customer Service, LEAN, Team building, communication skills, retooling skills, coaching skills, cross-training).

• Yes □ No Develop plan to review/refine priorities developed at January City Council retreat.

• Yes □ No Deliver 2015/16 budget that reflects financial policies and Council direction.

• Yes □ No Meet with key non-profit agencies and community groups.

• Yes □ No Develop Public Engagement plan for Council review (including opportunities for City Manager and City Council, outreach to ethnic communities, social media policy and channels, etc.) to improve resident and business communications with the City staff.

• Yes □ No Initiate public engagement and outreach strategies such as City presence at Farmers Market, Wild Strawberry Festival, etc.

• Yes □ No Reach out to potential partners to enhance service and improve efficiency at City owned and operated facilities. (8 months and on-going).

Comments:

For 12 month goals, include the six 8 month goals that have dots (.) and add 1, 2, 3, 5 + 6 from

Kamuro's evaluation:

1. Plan, organize & help conduct the 2015 City Council retreat and related steps to identify key priorities & goals for 2015-16.

2. Assist Council to evaluate/prioritize 5D goals & Action/oversee key implementation steps

3. Work to ensure to complete Community Engagement Plan & begin implementation

4. Follow up from leadership team retreat - implement key steps to improve strengths/weakness

5. Begin Ed-wide staff development training programs.
On-going

☑ Yes ☐ No  Meet with each Councilmember per agreed upon schedule to ensure good communication.

☑ Yes ☐ No  Identify opportunities to make staff work visible and transparent for City Council such as site tours and better accessibility for on-line information to include pertinent information for public hearings, new City information and documents currently being revised, for ease of citizen viewing.

☑ Yes ☐ No  Motivate employees and hold individuals accountable for achieving departmental and City goals and objectives in an effective and timely manner.

☑ Yes ☐ No  Use opportunities for hiring and staff evaluations to further strengthen the City organization’s abilities and capacity for providing city services.

☑ Yes ☐ No  Facilitate City Council deliberations and decisions, answer questions, provide background and generally serve as primary staff resource for Council needs.

☑ Yes ☐ No  Ensure that policies/issues are effectively analyzed, solutions and impacts are thoroughly researched, and options/recommendations are fairly and objectively presented.

☑ Yes ☐ No  Provide special focus on Economic Development work program items which include short term and long term action plans, and share the progress on these with citizens.

☑ Yes ☐ No  Provide quarterly budget reviews for the Council and public in compliance with State law.

Comments:

Continue with all on-going items with Emphasis on the 3 with dots (•)
FUTURE DEVELOPMENT – Goals and performance measures for the next evaluation period.

* Create, build and manage a cohesive management team.

ASPIRATIONAL GOAL – City Manager provides one area in which he would like to personally improve.

Combined Scores & Input:

Councilmember: ___________________________ Date: 1/26/15

Mayor [Signature]
Agenda Subject: Discussion of the Burien Alternative Transit Service Proposal

Meeting Date: February 23, 2015

Department: Community Development
Contact: Liz Olmstead, Planner
Telephone: 206-812-7575

Attachments:
1. Burien Alternative Service Proposal Information
2. Burien Alternative Service Proposal Outcome

Fund Source: N/A
Activity Cost: N/A
Amount Budgeted: N/A
Unencumbered Budget Authority: N/A

Adopted Initiative:
Yes No X

Initiative Description: N/A

PURPOSE/REQUIRED ACTION:
The purpose of this agenda item is to provide the Council with information on the Burien Alternative Service Proposal for the replacement of King County Metro bus Route 139.

BACKGROUND (Include prior Council action & discussion):
The City of Burien and King County Metro have been working together over the past 6 months to develop an alternative to Route 139 which was eliminated by Metro in September of 2014. Under King County Metro’s Alternative Services Plan, two options for a shuttle operating on a fixed route with a flexible service area were presented for community comment. These two options were presented at an outreach meeting held on January 29th, through social media, and an online and paper survey. Feedback from the community favored the preferred route, Option 2, which is a one-way clockwise loop with 30 minute service, Monday through Friday, between the hours of 8am and 4pm. A representative of King County Metro Transit will attend the February 23rd Council meeting to provide details of the proposed Burien Community Shuttle.

Administrative Recommendation: N/A

Advisory Board Recommendation: N/A

Suggested Motion: N/A

Submitted by: Liz Olmstead
Administration

Today’s Date: February 12, 2015

City Manager

File Code: R:/CC/Agenda Bill 2015/Alternative Service
Burien Community Shuttle - Project Background

The Burien Community Shuttle (Route 631) will be a new service under King County Metro's Alternative Services Plan. Alternative Services are designed to provide local mobility and connections to regional transit services where fixed-route service is costly and ineffective. This shuttle succeeds former Route 139, cut in September 2014 due to low ridership and lack of funds. Alternative Services demonstrations offered by Metro and a partner, in this case the City of Burien.

Alternative services considerations for Burien

After early discussions between the City of Burien and King County Metro about possible types of alternative services, the focus narrowed to some form of shuttle.

The community was presented with two shuttle options to serve the most-used parts of the former Route 139: downtown Burien/Transit Center (BUTC), Highline Medical Center, and Seahurst (SW 152nd at 21st Avenue SW). The options differed primarily in how they would serve the Gregory Heights area, which had the fewest riders on Route 139. Option 1, a two-leg route, would serve Gregory Heights only as "flexible service area," where riders could call for a ride. Option 2, a one-way clockwise loop, would travel along SW 160th St through Gregory Heights on a fixed schedule, but also allow for some deviation into a flexible service area. The choice between options came with trade-offs in travel time and frequency.

---

**Burien Shuttle Option 1**
Two-leg route
Service about every 40 minutes

**Burien Shuttle Option 2**
One-way clockwise loop route
Service about every 30 minutes
What we heard from the community

The City and Metro led a community engagement process during January and early February 2015. The process comprised a local meeting attended by 51 people, and a broadly distributed survey answered by 193 people. Survey answers were reviewed for overall responses and for segments of respondents whose travel needs might differ, such as those with mobility needs and those who would use the service most often.

Survey highlights

Loop route favored by > 80%. Both in the survey and at the meeting, participants overwhelmingly favored Option 2, the loop route. This option will mean a longer trip for some riders, but many people cited a preference for a reliable fixed schedule through Gregory Heights rather than a reservation-based service in that area.

Top places: Burien TC to/from: hospital (38%/71 people); Gregory Hghts (24%/45 people); Seahurst (~20%/36 people). The loop option captures 52 respondents who need service in Gregory Heights; 16 other people would need to call for a ride or walk to the route. Those with mobility needs were more likely than overall respondents to need a stop in the Gregory Heights area.

Most important travel times: 9am-noon (60%) and noon-3pm (53%). Close behind were 3-6pm (51%) and 6-9am (45%). Higher proportions of people with mobility needs selected 9-noon and/or noon-3pm as most important.

Trip purposes: Medical/other appointments (35%/63 people), work/school (29%/53 people). Those who plan to use the service at least once per week were evenly split at 1/3 each for work/school and medical/appointments. Those who need a lift or can’t walk up to one-quarter mile to transit listed medical/appointments as their top trip purpose.

Transferring: More than three-quarters (77%, 137 people) said they would usually be transferring to other transit. Nearly two-thirds (79 people) get to their other transit services by walking. About 30% drive and park, and another 30% get a ride. Some people mentioned they’ve had to change how they get to these other services since Rt 139 ended. More than half of those who need a lift reported they walk to transit now, as do 44% of those who said they can’t walk up to one-quarter mile to a stop. More than three-quarters of those without a car are walking to transit.

How often: Over half (54% /98 people ) would use the shuttle at least once per week; 30% (55 people) said occasionally or “probably never.” In a separate question, over half (54% / 93 people) used Rt 139 at least once per week, but 46% of them (79 people) didn’t use it that often.

Mobility needs: 12% (22 people) need a lift or ramp to use public transportation; 17% (30 people) are not able or willing to travel up to a quarter-mile to a bus stop; 49% (85 people) do not have a license and/or access to a personal vehicle. Respondents make very limited use of the Hyde Shuttle (for people 55+ and/or disabled). Less than 8% (13 people) use it; over one-quarter (45 people) said they’re eligible but don’t use it. More than one-third (58 people) don’t know about it. After the survey, city staff sent Hyde Shuttle information to those respondents.

Representative comments:

- Want weekend service for shopping, church; evenings after peak services end.
- Getting people where they need to go for life’s necessities should be more important than number of riders.
- Consider needs of medical patients – evening discharges, mobility, income
- Concern about reliability of reservation-based services
- Difficult to get around due to hills, limited sidewalks, lighting.
- More dependence recently on family and friends for rides; prefer not to impose on them.
- Transit schedules should be set up for real life, which can be unpredictable.
- Costs – taxis are expensive, but that’s been the only option sometimes.
Burien Community Shuttle
One-way Clockwise Loop Route
Service about every 50 minutes
Monday- Friday from about 8AM - 4PM

Route 631. Starts June 8, 2015
Scheduled marked stops along route, plus flexible service area. Riders call ahead for a ride off the route (not door-to-door).
Shuttle operates in addition to Burien's current 7 all-day routes and 3 peak routes.
Standard Metro fares. Transferring riders use ORCA's built-in 2-hour transfer for all the region's buses and rail, or a paper transfer to/from other Metro routes.
Integrated into the overall transit system, including Metro's Trip Planner and real-time apps.
Access paratransit (ADA) available for eligible riders.
Hyde Shuttle supplements other services Mon-Fri (55+ and/or disabled).

Sample van —
**CITY OF BURIEN**

**AGENDA BILL**

**Agenda Subject:** Update on the “Roadmap to Address Homelessness in Burien” project and Discussion of Committee to End Homelessness (CEH) Strategic Plan

**Meeting Date:** February 23, 2015

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<tr>
<th>Department: City Manager</th>
<th>Attachments:</th>
<th>Fund Source: N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact: Nhan Nguyen</td>
<td>1. Roadmap Project Statement</td>
<td>Activity Cost: N/A</td>
</tr>
<tr>
<td>Telephone: 206-439-3165</td>
<td>2. CEH Strategic Plan</td>
<td>Amount Budgeted: N/A</td>
</tr>
<tr>
<td>Adopted Initiative: Yes</td>
<td>Initiative Description: N/A</td>
<td>Unencumbered Budget Authority: N/A</td>
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**PURPOSE/REQUIRED ACTION:**
The purpose of this agenda item is to provide Council an update on the “Roadmap to Address Homelessness in Burien” project and to solicit Council’s feedback on the project’s goals and objectives. Also, Council discussion to help inform Burien’s input to the Sound Cities Association (SCA) comments on the CEH Strategic Plan.

**BACKGROUND (Include prior Council action & discussion):**
In the past year, the City of Burien has experienced a perceived increase in the number and/or visibility of homeless persons, both youth and adults, in the downtown area and other locations. Burien’s experience appears to be similar to other peer cities in the region. Three graduate students from the University of Washington’s Evans School of Public Affairs are conducting research for Burien on the factors contributing to the recent increase in homelessness, the demographics of the homeless individuals, and local/national strategies to address the issues around homelessness. As part of this research project they will recommend strategies by June 2015 on how the City can address the homelessness issue in Burien. The following project outcomes are proposed:

- Align with the Council’s Key Priorities for 2015-16.
- Address the causes as well as symptoms of homelessness.
- Are sustainable, adaptable, and practicable to implement in Burien.
- Leverage partnerships and best practices from local and regional organizations.
- Are executable within the City’s current resources and capacity.

It is recommended that Council discuss the proposed goals and provide policy direction to staff. A panel of local experts will be available at the meeting, along with the University of Washington students, to provide additional information and answer questions.

Also, the Committee to End Homelessness (CEH) has drafted a 4 Year Strategic Plan as the current 10 Year Plan to End Homelessness ends in 2015. While there have been some successes over the last 10 years in building new affordable housing and exiting people from homelessness, homelessness obviously remains a critical issue in our region. The draft plan can be found at [http://cehkostrategicplan.org/](http://cehkostrategicplan.org/). The Sound Cities Association’s (SCA) Public Issues Committee (PIC) discussed the draft plan at their February 11th meeting in anticipation of a potential position being discussed at the March 11th PIC meeting. SCA is seeking feedback from cities on the draft strategic plan to help inform the SCA position. Deputy Mayor Tosta represents Burien on the SCA Public Issues Committee and is requesting Council discussion and input that she can convey to SCA in upcoming meetings.

**OPTIONS (Including fiscal impacts):** N/A

**Administrative Recommendation:** N/A

**Advisory Board Recommendation:** N/A

**Suggested Motion:** N/A

Submitted by: Nhan Nguyen

City Manager

Today’s Date: February 12, 2015

File Code: R:/CC/Agenda Bill 2015/Roadmap
ROADMAP TO ADDRESS HOMELESSNESS IN BURIEN
PROJECT STATEMENT
February 5, 2015

Introduction
In the past year, the City of Burien has been experiencing a surge in number and/or visibility of homeless persons, both youth and adults, in the downtown area and other locations. Regionally, Burien’s experience appears to be similar to other peer cities.

Homelessness itself is not a crime nor is it always associated with crime or behavior issues. However there have been increases in the misuse of public facilities and parks, perception problems, and additional crime, including littering, theft, and assault. These issues have generated negative public perceptions of the City.

The University of Washington’s Evans School of Public Affairs is retained by the City of Burien to research the following questions:
• What factors are principally responsible for the recent surge in homelessness in Burien?
• How can the City effectively address and mitigate the issues around homelessness?
• How can we improve our outreach efforts and better connect at-risk persons with services?
• Can these recommendations help reduce crime, improve enforcement, and improve public perception?

The name of the project is “Roadmap to Address the Issue of Homelessness in the City of Burien” or “the Roadmap Project.”

The desired outcome for the roadmap project:
This Evans School team will provide the City of Burien:
• An analysis of the factors causing the homelessness issue.
• Develop a set of realistic options and recommendations that involve new or enhanced collaboration with regional and peer jurisdictions and social service agencies, more effective mechanisms to deter misuse, vandalism and impacts to public properties and the use of those public spaces.

The roadmap must:
• Align with the Council’s Key Priorities for 2015-16.
• Be sustainable, adaptable, and practicable to implement in Burien.
• Address the causes as well as symptoms of homelessness.
• Leverage partnerships and best practices from local and regional organizations.
• Be executable within the City’s current resources and capacity.
Timeline:
February 23: Students attend the Burien Council Study Session. This is an opportunity for Council to hear a progress update from the students and to provide specific goals and guidance for the project.
March – April: Students complete research and interviews, city staff review draft work products.
May/June: Students produce a written Road Map report with recommendations for City staff and the Burien City Council to review.

Support:
City of Burien staff members are available to work closely with the students on this project. Use of Burien City facilities for meetings, computers, copying, scanning, etc. are available. Staff has provided the students with researches such as: a shelter list for the homeless, contact list of service organizations, Brookings Institute Study, King County’s Strategic Plan to End Homelessness, Mayor Murray’s Emergency Taskforce on Homelessness’ Recommendations, One Night Count results, and others.
GOAL 1: Make Homelessness Rare

Address the causes of homelessness by ensuring accountability of cities, county, state and federal government to address community-level determinants of homelessness.

OVERVIEW

Making Homelessness Rare requires the rigorous use of data to understand, and make transparent, the causes and remedies to homelessness.

Making Homelessness Rare requires clarity on the role of partner systems in reducing homelessness, and changes needed in policy and investments to stem the flow of people who become homeless.

Making Homelessness Rare requires an unwavering commitment to work across system boundaries, and to hold ourselves and partners accountable for making lasting changes.

Iain de Jong with OrgCode published a blog in October 2014, The Homeless Service System Was Never Intended to Solve All Housing Problems. De Jong makes the case that the causes of homelessness are complex, and the solutions to homelessness (making it rare) must be shared. Rising poverty and unemployment, reductions in state and federal funding and the fraying of the safety net, racism and the effects of disproportionality, lack of affordable housing and criminalization of people who are homeless, all contribute to increased rates of homelessness.

The Journal of Public Affairs published New Perspectives on Community-Level Determinants of Homelessness, a 2012 study of predictive factors for community’s rates of homelessness. (An overview of the findings is available to non-subscribers here.) Addressing these determinants, by their nature, requires commitment from cross-system partners. Findings include:

- Housing Market Factors: An increase in rent of $100 correlates with a 15% increase in metropolitan homelessness. Local Trend: Seattle rents fastest rising in the nation, per Seattle Times, Sept 2014.
- Economic Conditions: Poverty and unemployment rates are positively associated (correlate) with rates of homelessness. Local Trend: Poverty in King County on the rise per Seattle Times, May 2013.
- Safety Net: The extent to which social safety net programs (with specific reference to mental health funding) provide adequate assistance can impact the chances that households will experience homelessness. Local Trend: Washington State ranks 47 out of 50 in per capita access to psychiatric beds per Washington State Institute for Public Policy, 2009.
- Transience: While in-migration may be positively associated with strong labor markets, it may also increase the vulnerability of homelessness of those less well-suited to compete in these arenas. Local Trend: Seattle is a city of newcomers, per Seattle Times October, 2014.

All partners will be needed to these local determinants of homelessness.

OUTCOMES

✦ Fewer people exit institutions directly to homelessness
✦ No cities have policies that criminalize homelessness
✦ Our community creates more housing affordable to those making 30% of AMI
✦ More people are prevented from becoming homeless overall

STRATEGIES

1.1 Stop exiting people to homelessness from other systems, including foster care, mental health, chemical dependency, and criminal justice.
1.2 Change policies that criminalize living on the streets
1.3 Increase access to mainstream supports
1.4 Create more affordable housing
1.5 Prevent people from becoming homeless
**Strategy 1.1:** Stop exiting people to homelessness from other systems, including foster care, mental health, chemical dependency, and criminal justice.

**Basis: Need, Data and Effectiveness**

Housing problems, including homelessness, are common among individuals leaving institutions such as jails, foster care, treatment programs and hospitals. One in five people who leave prison become homeless soon thereafter, if not immediately (NAEH Re-Entry).

More than one in five youth who arrive at a youth shelter come directly from foster care. Participants tend to have limited or low incomes, and, often due to criminal or credit history, lack the ability to obtain housing through the channels that are open to other low-income people.

Addressing discharge policies that exit people into homelessness, particularly those that affect single adults would drive down homelessness in King County. Non-chronically homeless single adults comprise the great majority of people who are homeless in King County (~9,200 annually.) Research by Dennis Culhane indicates that 24.4% of single adults become homeless upon discharge from an institution, with nearly 70% of those exiting jails or treatment facilities. Halving the number of single adults discharged into homelessness by jails or treatment facilities could reduce the number of homeless single adults in King County by 800 each year. (9,200 x .25 x .70 x .50 = ~800)

A proven discharge strategy is provision of subsidized housing with associated support services. Washington State initiated the Earned Release Date (ERD), Housing Voucher Program which pays $500 per month for up to three months in rent assistance for individuals exiting corrections. A recent study conducted by Washington State University found that offenders who receive housing vouchers commit fewer and less-violent crimes than offenders who don’t, and cost savings are more than double what was projected. More examples of prisoner re-entry programs are described by the NAEH.

Refugees are also at risk of homelessness upon termination of supports. Refugees resettled in the United States under the Refugee Act of are eligible for cash assistance (up to eight months through DSHS), case management (three months, provided by Voluntary Agencies, or VOLAGS) and English language training. The original duration of benefits under the Refugee Act was 36 months, which more closely matches the time-frame necessary for a majority of refugees to obtain economic self-sufficiency and social stability. As noted in a 2009 report on Refugee Resettlement in Washington, significant numbers of refugees are passing the time period for assistance without obtaining self-sufficiency.
<table>
<thead>
<tr>
<th>Objective</th>
<th>Description</th>
<th>Implementation Details</th>
<th>Funding Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.1.A</td>
<td>Stop exiting people into homelessness or otherwise extend program supports. Expand and enhance local programs, and advocate for necessary funding. Examples of 2015 efforts:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Local:</td>
<td>Enhance local re-entry programs, such as King County’s Criminal Justice Initiative (CJI) and Familiar Faces</td>
<td>2016</td>
<td>$</td>
</tr>
<tr>
<td></td>
<td>Enhance and expand evidence-based programs (Drug, Mental Health, Veterans Courts). Explore options to recapture a portion of cost savings, to support participants’ housing &amp; re-entry supports</td>
<td>2015</td>
<td>$</td>
</tr>
<tr>
<td></td>
<td>Actively support City of Seattle Office of Immigrant and Refugee Affairs five point action plan, particularly items One (Strengthen Language Access) and Two (Expand Access to ESL Programs).</td>
<td>2015</td>
<td>$</td>
</tr>
<tr>
<td>State:</td>
<td>Expand state discharge programs such as the Earned Release Date (ERD) Housing Voucher Program</td>
<td>2016</td>
<td>$</td>
</tr>
<tr>
<td></td>
<td>Fund Peer-to-Peer supports within Medicaid-funded substance abuse programs, emphasizing a Recovery Model to supports</td>
<td>2015</td>
<td>$</td>
</tr>
<tr>
<td></td>
<td>Expand Foster Care to 21 (youth with documented medical needs)</td>
<td>2016</td>
<td>$</td>
</tr>
<tr>
<td></td>
<td>End Midnight Release from jails and prisons.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Federal:</td>
<td></td>
<td>2017</td>
<td>$</td>
</tr>
<tr>
<td></td>
<td>Extend the length of time and resettlement resources for refugees, particularly ESL learning and employment services</td>
<td>2017</td>
<td>$</td>
</tr>
<tr>
<td></td>
<td>Advocate with DOL for increased funding for employment among young adults exiting from the foster care system.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.1.B</td>
<td>Complete planning for Youth at Risk of Homelessness (YARH) planning grant, apply for funding, and implement policy recommendation.</td>
<td>UWKC, WACHYA</td>
<td>2015</td>
</tr>
<tr>
<td>1.1.C</td>
<td>Establish a Secure Detox Facility. Support King County Mental Health and Substance Abuse (MHCADSD) efforts to establish a Secure Detox facility to engage individuals in recovery services.</td>
<td>KC MHCADSD</td>
<td>2015</td>
</tr>
<tr>
<td>1.1.D</td>
<td>Provide professional development / cross-training to partner systems. Establish role and protocol for conducting housing assessment as part of discharge policies.</td>
<td>CEH</td>
<td>2015</td>
</tr>
<tr>
<td>1.1.E</td>
<td>Influence the workplan(s) of the Interagency Council on Homelessness (ICH) and Washington State Department of Commerce Affordable Housing Advisory Board’s (AHAB) on discharge planning, criminalization and affordable housing development.</td>
<td>ICH AHAB</td>
<td>2015</td>
</tr>
</tbody>
</table>
Strategic Plan 1.2: Change policies that criminalize living on the streets

Basis: Need, Data and Effectiveness
Policies that criminalize homelessness are costly and rarely result in housing stability or decrease in homelessness in the community. Penalizing people experiencing homelessness tends only to exacerbate mental and physical health problems, create or increase criminal records, and result in the loss of key personal documents that make it even harder for people to exit homelessness.

A 2013 report, Factors Associated with Adult Homelessness in Washington State, delivered to the Bill & Melinda Gates Foundation, reflects that individuals with a history of incarceration were 7.6 times more likely to report experiencing adult homelessness. Significant research documents that those with criminal history are also more likely to be unemployed, the second highest predictor of homelessness. Reducing criminalization, and policies that unnecessarily create a criminal history, is an important step in making homelessness rare.

<table>
<thead>
<tr>
<th>CHANGE POLICIES THAT CRIMINALIZE LIVING ON THE STREETS</th>
<th>LEAD PARTNER(S)</th>
<th>TIME FRAME</th>
<th>COST</th>
<th>IMPACT</th>
<th>FUNDING STATUS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.2.A Repeal or mitigate local ordinances that criminalize people for being homeless or impose harsh penalties. Examples include ordinances against camping / loitering / trespassing on public property; Body odor or bathing in public places; Incurring excessive parking tickets.</td>
<td>TBD</td>
<td>2015</td>
<td>$</td>
<td>++</td>
<td>★★</td>
</tr>
<tr>
<td>1.2.B Implement key strategies from the United States Interagency Council report on criminalization, Searching Out Solutions: Constructive Alternatives to the Criminalization of Homelessness, particularly expansion or establishment of alternative sentencing options. Replicate or enhance models such as: King County and Seattle Municipal Health Courts, King County Drug Diversion and Family Treatment Court, King County and Seattle Veterans Court, King County Crisis Diversion Center.</td>
<td>King County and Seattle Courts</td>
<td>2015</td>
<td>$</td>
<td>++</td>
<td>★★</td>
</tr>
<tr>
<td>1.2.C Establish and advance local, state and federal agenda items to reduce criminalization or the effects of criminalization: Local: Actively support the renewal of the Mental Illness Drug Dependency Sales Tax, the proceeds of which support interventions that divert people from jails, hospitals and courts and other expensive systems. State: Ban the Box – Adopt Fair Hiring Policies to Reduce Unfair Barriers to Employment of People with Criminal Records Establish Certificate of Restoration, Federal: Identify criminalization regulations that impede housing options.</td>
<td>TBD</td>
<td>2015</td>
<td>$</td>
<td>++</td>
<td>★★★</td>
</tr>
</tbody>
</table>
Strategy 1.3: Increase access to mainstream supports

Basis: Need, Data and Effectiveness

Beginning in 2000, the US Department of Housing and Urban Development (HUD) has targeted its McKinney-Vento Act funding more exclusively to housing-focused activities (as opposed to supportive services.) This policy decision presumed that mainstream programs such as Medicaid, TANF and General Assistance could cover the gap resulting from the change. In 2010, HUD Office of Policy Development and Research commissioned a study by national experts on Strategies for Improving Homeless People’s Access to Mainstream Benefits and Services.

The study identified three groups of barriers to accessing mainstream services and three categories of mechanisms communities could use to reduce these barriers.

1. **Structural barriers** affect homeless individuals and families who face unique structural obstacles because, by definition or circumstance, they do not have the ready means of communication, transportation, regular address, and documentation that most mainstream programs require. Smoothing mechanisms such as street outreach, transportation, coordinated entry or co-location of services reduce structural barriers and address problems at the street level.

2. **Capacity barriers** result from the inadequacy of available resources; funding may be finite or capped. While harder to address, Expanding mechanisms, typically through additional resources, can increase overall capacity, and many communities found that a heightened awareness of capacity barriers, and joint messaging of the need for increased capacity, helped to expand resources at the local level.

3. **Eligibility barriers** are program rules that establish criteria and time limits for who may receive the benefit. Many eligibility restrictions are embedded in federal policy and cannot easily be influenced at the local level. Changing mechanisms alter eligibility but not overall capacity, while prioritization can help to target services towards those most vulnerable.

It is not surprising that people who are homeless in King County experience each of these types of barriers. Examples:

1. **Structural Barriers:**
   - King County is one of the largest counties in the nation, with 39 incorporated cities, 2,307 square miles (twice the size of Rhode Island), making coordination and transportation across the region challenging.

2. **Capacity Barriers**
   - Washington ranks 47th in the nation in psychiatric beds per capita. Source: *(Washington State Institute for Public Policy, 2009)*
   - Statewide, flexible non-Medicaid mental health funding from the state general fund has been reduced by $33.2 million (27%) since 2009, exacerbated by concurrent elimination of state hospital beds. Source: *King County MHCADSD/Behavioral Health.*

3. **Eligibility Barriers:**
   - The US Department of Veterans Affairs and King County are to be commended for allocating millions of dollars in new resources through its VASHI and SSVF programs and Veterans and Human Service Levy respectively. However, receipt of these important resources can be dependent on a veteran’s discharge status, length of time spent on active duty, and VA-determined disability.
<table>
<thead>
<tr>
<th>LEAD PARTNERS</th>
<th>TIME FRAME</th>
<th>COST $</th>
<th>EFFORT ++</th>
<th>IMPACT ++</th>
<th>REALIGNMENT</th>
<th>STATUS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employment</td>
<td>2015</td>
<td>$</td>
<td>++</td>
<td>++</td>
<td>Realignment of existing funds, prioritization for services</td>
<td></td>
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<tr>
<td>Behavioral Health</td>
<td></td>
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<tr>
<td>Criminal Justice Education</td>
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<td></td>
<td></td>
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<tr>
<td>DSHS, DVR, Others</td>
<td></td>
<td></td>
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<td></td>
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<tr>
<td>Seattle/KC WDC</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Realignment of existing funds, prioritization for services</td>
<td></td>
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<tr>
<td>KC Employment Programs</td>
<td></td>
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<td></td>
<td></td>
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<tr>
<td>All King County WorkSource programs</td>
<td></td>
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<td></td>
<td></td>
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<tr>
<td>WA State DSHS and DVR</td>
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</tbody>
</table>

**1.3.A Reduce Structure Barriers**

Establish Memorandum of Agreement with cross-system partners*, setting goals to provide cross-training, reduce barriers, increase co-enrollment, and otherwise increase access to services across systems. See example strategies below.

* those systems most needed / typically accessed by people who are homeless, including employment, criminal justice, healthcare/behavioral health, education

**1.3.A (example) Reduce Structure Barriers example: Implement Employment-Based Strategies**

- Become a part of planning for the roll out of WIOA (Workforce Innovation and Opportunity Act) at the state and local level
- Establish cross-system leadership (e.g., CEH Director on WIOA Board, WDC Director on CEH Interagency Council)
- Provide training and professional development to cross-system staff
- Target enrollment within WIOA-funded programs cohort groups who are often disproportionality homelessness. Examples:
  - Single Adults: recently disabled
  - Families: young parents with young children, immigrants & refugees
  - YYA: recently exited foster care, couch surfing, non-engaged youth
  - Vets: non-VA eligible veterans with disabilities.

**1.3.B Increase Capacity:**

Assure availability of critical services frequently needed by a homeless cohort, such as treatment on demand for individuals with acute mental health and behavioral health needs. Actively support 2015 King County MHCADSD Behavioral Health legislative priorities.

- Support King County efforts to open two new evaluation and treatment (E&T) facilities in 2015 for people with mental health disabilities
- Restore to fiscal year 2014 levels the major cuts to state flexible non-Medicaid funding for mental health ($20.4 million statewide) and state non-Medicaid substance abuse funds ($10.8 million statewide), to avoid further degradation of the behavioral health system of care
- Revise the Institutions for Mental Disease (IMD) exclusion rule to exempt acute-care stays of 30 days or less as it relates to facility-bed size.
- Increase availability of medically-assisted opiate treatment services ($2M annually).
Strategy 1.4: Create More Affordable Housing

Basis: Need, Data and Effectiveness

Rising Rents
Erosion in renter incomes over the past decade coupled with a surge in demand for rental housing has pushed the number of households paying excessive shares of income for housing to record levels. (Harvard Joint Center for Housing Studies, Source: America’s Rental Housing: Evolving Markets and Needs, 2013. These trends are mirrored in the Puget Sound, as shown in the chart to the right.

A 2012 review of multiple studies found that a median rent increase of $100 was associated with a 15% increase in homelessness among adults. Source: Journal of Urban Affairs, New Perspectives on Community-Level Determinants of Homelessness. An overview of the findings is available for non-subscribers of the Journal here.

Availability of affordable housing
In January 2015, the State of Washington will release a report titled the State of Washington Housing Needs Assessment, which will evaluate the changing relationship between housing supply and demand across the State including King County. In particular the report will document the lack of affordable housing for lower-income households and how lower-income renters are cost burdened. CEH will use this upcoming report to inform our affordable housing strategies in the final strategic plan. Similarly, staff to the King County Growth Management Planning Council identified a countywide need for affordable housing of:

- 30% and below (very low) 12% of total housing supply
- 30-50% AMI (low) 12% of total housing supply
- 50-80% of AMI (moderate) 16% of total housing supply

Loss of existing affordable housing stock
CEH will also use the upcoming State of Washington report to inform our strategies regarding the loss of existing affordable housing in King County.

Policy Changes Needed
The provision of housing affordable to very-low income households will only be fulfilled with inter-jurisdictional cooperation and public subsidies, as noted by the multiple planning councils and initiatives identified in the strategies below.

It will be critically important to engage the federal government. As reported by the Center on Budget and Policy Priorities, federal housing spending is poorly matched to need, and tilted toward well-off homeowners, leaving struggling low-income renters without help. In fact, renters received less than one-fourth of federal housing supports, and only about one in four low-income families eligible for rental assistance receives it.
| 1.4A | Close the gap of XX,000 housing units in King County available to households below 30% AMI. Advocate for aggressive affordable housing goals, creative policy and land use regulations. Identify liaisons to track, influence, support and monitor regional plans and initiatives. Examples:  
- **King County Urban Consortium** and the Consortium’s Strategic Plan  
- Local cities’ Comprehensive Plans (due summer 2015)  
- Seattle Mayor’s Housing Affordability and Livability Agenda (due 2015)  
- VISION 2040, Puget Sound Regional Council’s Growth Management Plan  
- Other as identified. |
| LEAD PARTNER | TIME FRAME | COST $ $$$ | Effort +++ | Impact ★★★ |
| King County Consortium | 2015 | $ | +++ | ★★★ |
| City Councils | | | | |
| KC DCHS | | | | |
| Seattle OH | | | | |
| ARCH, PSRC, Others | | | | |
| City and County Councils | 2015 and beyond | $ $$$ | +++ | ★★★ |
| WA State Legislature, Commerce | | | | |
| Federal Gov’t: HUD, VA, HHS | | | | |
| Others | | | | |

1.4.B Each year, establish and advance a federal, state and local agenda aimed at increasing affordable housing. Example of opportunities:  
Local  
- Seattle Linkage Feeds, Seattle Housing Levy  
- Incentive Zoning in Suburban Cities  
- Seattle and King County each have reports due in 2015 to their respective Council on Housing Affordability  
State:  
- Fund the Washington State Housing Trust Fund  
- Preserve and Strengthen the Housing and Essential Needs (HEN) Program  
- Make Housing Bonds Effective Now  
- Influence the state-level roll-out of the National Housing Trust  
Federal:  
- NAEH states that changes in federal policy and funding are needed to end homelessness, including provision of **37,000 PSH vouchers** to end homelessness among chronically homeless single adults by 2016. |

1.4.C Sustain ____ units of affordable housing, whose affordability is set to expire by 2017. (State Needs Assessment report to be complete Jan 2015, from which we can determine King County numbers.)  
| LEAD PARTNER | TIME FRAME | COST $ $$$ | Effort +++ | Impact ★★★ |
| TBD | 2015 | $ $$$ | +++ | ★★★ |
| For profit and non-profit developers | | | | |

1.4.D Increase access among vulnerable populations to existing affordable housing projects. Secure agreements for access within publicly funded affordable housing and market rate housing to households placed through Landlord Liaison Program (LLP), or otherwise reduce screening criteria to remove all but regulatory-required screening criteria.  
| LEAD PARTNER | TIME FRAME | COST $ $$$ | Effort +++ | Impact ★★★ |
| TBD | 2015 | $ | +++ | ★★★ |
| For profit and non-profit developers | | | | |
Strategy 1.5: Prevent people from becoming homeless

Basis: Need, Data and Effectiveness
Homelessness prevention strategies such as financial or legal assistance, housing stabilization or other interventions can help households resolve a housing crisis that would otherwise lead to homelessness. The USICH reports that innovative practices are emerging that target and coordinate stabilization and prevention supports towards those most likely to become homeless without assistance. Examples include:

- Providing diversion assistance to households seeking shelter. Some communities have found they can help many households who would otherwise enter shelter maintain their current housing situation or, when that is not possible, quickly relocate to an alternate housing option.
- Using shelter data to match prevention targeting to the profiles of people who are actually experiencing homelessness. Communities have analyzed HMIS data and adjusted prevention program criteria to mirror the profile of shelter residents.
  - Philadelphia - Researchers learned that families living in certain neighborhoods were at much higher risk of entering homeless shelters, and used this data to target outreach and assistance strategies to reach households living in these neighborhoods.
  - Alameda County (CA) targeted resources to those who ‘look like’ a typical shelter resident – those staying with friends and family, staying in hotels and motels, receiving TANF, or losing their housing subsidies, or people with other risk factors in addition to rent arrears.
- Discharge planning: Many communities work with hospitals, treatment facilities, foster care, VA Medical Centers, jails, and prisons to connect people exiting institutions are at high risk of homelessness with housing stabilization services. (See CEH Strategic Plan 2.0, Strategy 1.1)

Based on a critical review of local combined with national research, King County should target prevention resources based on the following:

Assure an active focus on disproportionality
- People of color make up 31% of King County general population, while comprising 64% of people who are homeless. (Source: 2010 US Census, and Seattle/King County One Night Count)
- Target Young Adult services to LGBTQ and Youth of Color acknowledging that ~40% homeless youth in identify as LGBTQ. Source: YYA Comprehensive Plan, 2013)

Strategically time and/or locate interventions
- Most youth who run away from home return home relatively quickly. Prevention supports that connect a young adult to friends, family or other stable situation can make that return safe and sustainable. (Source: YYA Comprehensive Plan, 2013)
- The Health and Human Services Transformation Initiative includes place-based strategies, located in Communities of Opportunity, neighborhoods in King County that rank lowest on an index of the social determinants of health (including housing), where targeted investments will have the greatest impact.

Target services towards those that mirror a shelter population
- Risk factors for homelessness among veterans is associated with vets who are younger, enlisted with lower pay grades, diagnosed with mental illness, TBI, MST or other disability. Source: Homeless Incidence and Risk Factors for Becoming Homeless in Veterans, May 2012

Back to Top of GOAL 1: MAKE HOMELESSNESS RARE
<table>
<thead>
<tr>
<th>PREVENT PEOPLE FROM BECOMING HOMELESS</th>
<th>LEAD PARTNERS</th>
<th>TIME Frame</th>
<th>COST $ $ $</th>
<th>EFFECT</th>
<th>Impact</th>
<th>FUNDING STATUS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.5.A Support investment of local resources in communities where the need and opportunity for gain is greatest, working with the Health and Human Services Transformation Initiative, Communities of Opportunity.</td>
<td>King County Communities of Opportunity</td>
<td>2015</td>
<td>$ $ $</td>
<td>++</td>
<td>**</td>
<td>Unfunded Best Starts for Kids Levy on the ballot 2015</td>
</tr>
</tbody>
</table>
| 1.5.B Direct each CEH Initiative to research (as necessary) and integrate prevention strategies, recognizing that strategies can be highly dependent on client typology. Strategies must:  
- Have an explicit focus on addressing disproportionality.  
- Be based on data and emerging research specific to the variances of each population and initiative  
- Incorporate rigorous data and analysis as part of implementation to test and refine targeting efforts. | YYA Initiative  
- FHI Initiative  
- SA AG  
- KC RVI | 2016 | $ | ++ | ** | Realignment of existing funds, prioritization for services |
| 1.5.C Actively share identified prevention strategies with regional partners to influence and target prevention and stabilization efforts towards those most likely to become homeless. | CEH Data & Evaluation Advisory Group Suburban Cities | 2016 | $ | ++ | ** | Realignment of existing funds, prioritization for services |
GOAL 2: Make Homelessness Brief and One-Time

To make homelessness Brief and One-time, we must align funding and programs to support the strengths and address the needs of people experiencing homelessness.

OVERVIEW

Making Homelessness Brief requires ensuring that for those who do become homeless it is a brief episode. Shortening the length of time families and individuals are homeless reduces trauma and also creates capacity in our crisis response system for others in need. In 2013, households spent an average of 141 days in our crisis response system, far above CEH’s goal of 20 days. For this reason we must realign housing and services to prioritize connecting people with housing as rapidly as possible.

Making Homelessness One-Time requires ensuring that homelessness is a one-time occurrence, and those we support to move to permanent housing do not become homeless again and return to our crisis response system. Currently 85 percent do not return to homelessness within two years, while 15 percent return to homeless. CEH’s goal is that only 5 percent return to homelessness.

A well-functioning ‘system’ is essential to making homelessness a brief and one-time occurrence. King County needs a clear, consistent, and targeted approach that quickly and compassionately assesses household’s needs and provides tailored resources to people experiencing a housing crisis.

Through research and experience we now know which intervention types are needed in our continuum to address homelessness. Our understanding of the needs and strengths of people experiencing homelessness, combined with our understanding of the housing and services that work, must now be applied to realign our housing and services into an effective system. This requires the entire funder and provider community to embrace an approach that focuses on safety, matching, immediate placement into permanent housing, and supporting stability.

OUTCOMES

- People experiencing homelessness get the right service strategy with the right intensity of services
- More people are served by existing programs
- People are homeless for shorter periods of time
- Housing measures are improved (obtain/maintain permanent housing)

STRATEGIES

Work with all CEH partners (funders and providers) to:

2.1 Address crisis as quickly as possible.
2.2 Assess, prioritize and match with housing and supports
2.3 Realign housing and supports to meet needs of people experiencing homelessness in our community
2.4 Create employment and education opportunities to support stability
Strategy 2.1: Address crisis as quickly as possible

Basis: Need, Data and Effectiveness
In a well-functioning crisis response system, we would not expect to be able to prevent all crises that lead to homelessness - there will always be a need to provide short-term support to people experiencing crisis and living unsheltered in our community. People need a safe and secure place to stay during their crisis so they can focus on the pressing need at hand: locating permanent housing.

Traditionally emergency shelter, as well as non-traditional interim survival mechanisms such as car camping and tent encampments, has played an important role in our community. However despite our current capacity of over 2,000 shelter beds and the high level of funding towards these interventions, it’s not enough.

We expect to see increased performance through the realignment of our homelessness response system through efficiencies that move people out of homelessness as quickly as possible. In the short-term, however, we simply need more options for those who are living on the streets. Interim survival mechanisms (such as legal encampments and car camping) provide an option for some, and should be linked to service provision focused on moving people quickly into shelter or long-term housing.

A strategy we have employed to make the experience of homelessness brief in King County is prioritizing those that had been “stuck” in shelter the longest for permanent housing placement. Mostly men with a median age of 56, “Long-Term Shelter Stayers” used a majority of our emergency system’s capacity while only making up about a quarter of the total shelter population. Now we are moving these “Long-Term Shelter Stayers” to permanent housing, while freeing up capacity in our shelters for others. In 2013, 85 people who were staying 180 days or more in shelter the year before moved to permanent housing. This frees up at least 15,300 “bed nights” for new shelter users.

Goal 2: Brief and One-Time

<table>
<thead>
<tr>
<th>TASK</th>
<th>EXISTING PEOPLE TO HOMELESSNESS</th>
<th>LEAD PARTNER</th>
<th>COST</th>
<th>Effort</th>
<th>Timeline</th>
<th>Funding Source</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.1A</td>
<td>Ensure shelter capacity to meet the needs of the community, including the preservation of existing shelter and increasing capacity to meet specific needs by population and region.</td>
<td>2015</td>
<td>$</td>
<td>$</td>
<td></td>
<td>Partially available, cannot be achieved without new revenue</td>
</tr>
<tr>
<td>2.1B</td>
<td>Support non-traditional shelter models that create pathways to housing, including interim survival mechanisms and community-based strategies such as host homes.</td>
<td>Ongoing</td>
<td>$</td>
<td>$</td>
<td></td>
<td>Available/Existing funding &amp; partnerships with faith community</td>
</tr>
<tr>
<td>2.1C</td>
<td>Create a flexible financial assistance fund for outreach and shelter staff that can be used to emphasize a creative “what will it take” approach to get people on a pathway into housing.</td>
<td>2016</td>
<td>$</td>
<td>$</td>
<td></td>
<td>Sources of revenue not identified</td>
</tr>
<tr>
<td>2.1D</td>
<td>Support long-term shelter stayers to move to more stable housing through access to permanent housing with supports to transition into housing and onto mainstream services.</td>
<td>Ongoing</td>
<td>$</td>
<td>$</td>
<td></td>
<td>Utilize existing stock as possible. Resources may be needed for private market subsidies and transition services</td>
</tr>
<tr>
<td>2.1E</td>
<td>Increase support and public education for crisis response needs, including interim survival mechanisms to create pathways to housing that bring people out of the elements.</td>
<td>2016</td>
<td>$</td>
<td>$</td>
<td></td>
<td>Could be accomplished with little new cost</td>
</tr>
</tbody>
</table>

CEH STRATEGIC PLAN 2015 – 2018

DRAFT for Public Comment, January 2015
Goal 2: Make Homelessness Brief and One-Time
Strategy 2.2: Assess, prioritize and match with housing and supports

Basis: Need, Data and Effectiveness
If a person does become homeless, we must work to make their experience brief. Entering the crisis response system is traumatic for families, and costly for the overall system. For this reason, we are adapting services to prioritize connecting people with housing quickly.

Realigning our homeless assistance services into an effective crisis response system requires a network of providers who have embraced the approach that focuses on immediate placement into permanent housing. USICH provides the following framework to shift from a program-centered to a client-centered system. The three “A’s”: 1) Access; 2) Assessment; and 3) Assignment of Intervention.

- **Accesses to a Community-Wide Response System** When a housing crisis occurs, how do people access help? Can assistance be provided to avert (or minimize) trauma associated with housing loss? Locally we have developed coordinated entry/engagement systems for families and youth/young adults, we are continuing to refine those models and implement new ones for single adults.
- **Assessment** Exactly how much help each household actually requires can be difficult to determine. While the process may be a bit different for highly vulnerable unsheltered individuals than it is for families and unaccompanied youth experiencing homelessness, effective communities still use a common tool to assess needs and prioritize placement into housing often in the form of a vulnerability index or other prioritization tool.
- **Assignment of Intervention** While much of the new approach is focused on permanent housing, interventions may vary, and the goal remains to provide the least expensive intervention that solves homelessness for each household. Some households may need only a short-term intervention (using the rapid re-housing model, or a lighter-touch diversion intervention), while others may require an ongoing subsidy to remain stably housed (coordinated through local housing authorities or affordable housing partners). Still others will need an ongoing subsidy with wraparound services in permanent supportive housing. Services are associated with each type of intervention, but the level and duration will vary for each household.

One way we have begun testing this new “least expensive” approach is through a shelter diversion project for families. By diverting entry to shelter, we increase the availability of shelter and housing for those who are most vulnerable. This model works for those who can find an alternative option with minimal support, short-term assistance is offered, such as conflict resolution with landlords, shared housing options, and financial assistance. In the first nine months of the Family Shelter Diversion Project 33% of families were successfully diverting from shelter or were still in progress of exploring options outside of shelter.

This approach is also being adapted locally to serve specialized populations. LifeWire’s Housing Stability Program tested the approach that some survivors of domestic violence could avoid homelessness and shelter stays with assistance to stay in their existing housing or find new housing. During the first year, their shelter turn-away rate dropped from 1:30 to 1:8, 50% were able to stay in their own housing and 31% successfully moved into long-term housing without having to go to shelter. Youth and young adults often return home to parents or relatives quickly. New and ongoing programs are providing in-home support to families and youths to prevent or quickly end their episode of homelessness.
| 2.2.A | Ensure there is a coordinated assessment system which can assist in appropriately identifying and prioritizing candidates for the right housing intervention. Access to housing should be consolidated, while access points and approaches may vary by subpopulation. The system shall by client focused and shall: (i) be easily accessible, (ii) utilize a standardized assessment tool, (iii) include community supported prioritization of the most vulnerable, and (iv) allow for re-assessment and movement within the system to accommodate changing needs. | 2015 | $$ | ++ | * * | Partially available, cannot be achieved without new funding |
| 2.2.B | Determine best practices in providing housing focused case management services during the interim period between assessment and housing placement, including the opportunity to provide diversion type services and connections for homeless youth and young adults with family where safe and appropriate. | 2016 | $ | + | * | Partially available, cannot be achieved without new funding |
| 2.2.C | Adopt Housing First practices (admission criteria doesn’t exclude based on income, disability, treatment compliance, criminal histories, etc.) while ensuring capacity to provide adequate level and type of services to the target population. | 2015 | $ | ++ | * * | Changes in policy could be accomplished with little new cost; reallocating existing resources |
Strategy 2.3: Realign housing and supports to meet needs of people experiencing homelessness in our community

Basis: Need, Data and Effectiveness
We have learned a great deal about what programs work best for each of the homeless populations (typology). We now need to take a system level approach to realign our resources to create the right mix to meet the needs of families and individuals, move them into permanent housing faster, and connect them to community supports to maintain housing stability. Perhaps the most significant systems shift will be retooling the existing homeless system to one that provides an array of homeless interventions that best match the needs of people experiencing homelessness. This will result in freeing up more intensive (and expensive) interventions for individuals that need them, while also allowing us to serve many times more people, more quickly.

The potential is great. Based on national data and typical costs, there is the potential to successfully rehouse up to five times as many people with a rapid re-housing type approach compared to transitional housing, with equal or better housing retention outcomes. For example, one study in Georgia (Georgia State Housing Trust Fund, 2013) indicates families are less likely to return to homelessness if they receive rapid re-housing assistance than if they stay in transitional housing.

Our family initiative has already begun a system realignment process and the youth/young adult system is developing the framework to scope the ideal housing continuum for young people.

Having the right mix of housing and services is the first step, a well-functioning system also requires:

- A housing pathway is offered as quickly as possible for individuals and families experiencing homelessness
  - Rapid re-housing resources
  - Permanent Support Housing available for those that need it
- Supportive services and connections to the community-based supports people need to keep their housing and avoid returning to homelessness
  - Services should be client-centered and focus on promoting housing stability (intensity and duration of services are tailored to the individual)
  - Ensuring equitable access and outcomes for those vulnerable individuals and families that are disproportionately impacted by homelessness by offering services which are culturally appropriate, tailored and responsive to their needs. For example, the Youth and Young Adult system is currently building a framework to address the needs of disproportionality of youth of color and youth that identify as LGBTQ
- Increased affordable housing opportunities
  - Landlord engagement in the private market
  - Access to subsidized public housing and nonprofit housing that is not set-aside for homeless
  - Creative alternative (less expensive) housing options such as shared housing, boarding houses, host homes, traditional SROs, etc.

Back to Top of GOAL 2: MAKE HOMELESSNESS BRIEF and ONE-TIME

DRAFT for Public Comment; January 2015
Goal 2: Make Homelessness Brief and One-Time
<table>
<thead>
<tr>
<th>LEAD</th>
<th>TIME</th>
<th>COST</th>
<th>EFFORT</th>
<th>IMPACT</th>
<th>STANDING STATUS</th>
</tr>
</thead>
<tbody>
<tr>
<td>PRINCIPALS</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.3.A Realign homeless housing stock and services based on typology and needs throughout the system; funders in partnership with providers to determine (i) if we have the right mix of housing and services and identify need for new/expanded efforts.</td>
<td>2015-2016</td>
<td>$</td>
<td>++</td>
<td>***</td>
<td>Reallocate existing resources</td>
</tr>
<tr>
<td>2.3.B Increase rapid re-housing opportunities to enable households to locate housing and exit homelessness quickly. Utilize data and best practices to refine existing models and define the model for young adults.</td>
<td>2015-2016</td>
<td>$</td>
<td>+</td>
<td>**</td>
<td>Available via reallocation of existing resources or by obtaining new funding</td>
</tr>
<tr>
<td>2.3.C Continue One Home campaign, a coordinated, countywide, landlord outreach strategy to recruit new rental partners.</td>
<td>Ongoing</td>
<td>$</td>
<td>+</td>
<td>**</td>
<td>Little or no ongoing funding needed besides support from partners</td>
</tr>
<tr>
<td>2.3.D Provide/secure training and technical assistance to build the capacity of providers to implement tailored services and Housing First practices that are flexible and responsive to the needs and priorities of the families and individuals. Develop mobile services models not attached to specific housing units/projects to ensure housing stability (e.g. aftercare models, peer support, etc.)</td>
<td>2016</td>
<td>$</td>
<td>++</td>
<td>**</td>
<td>Leverage existing funding for training; reallocate existing resources for services</td>
</tr>
<tr>
<td>2.3.E Expand capacity building efforts to ensure culturally appropriate and responsive services.</td>
<td>2015</td>
<td>$</td>
<td>++</td>
<td>**</td>
<td>Sources of revenue not identified</td>
</tr>
<tr>
<td>2.3.F Create a Move-Up strategy that assists people who have achieved stability in PSH -who no longer need or desire to live there- to move into affordable housing to free up units for other highly vulnerable individuals that need it.</td>
<td>2015</td>
<td>$</td>
<td>++</td>
<td>**</td>
<td>Partially available, cannot be achieved without new funding; leverage unit/vouchers through turnover</td>
</tr>
<tr>
<td>2.3.G Retain existing Permanent Supportive Housing and prioritize admission to chronically homeless persons ahead of other populations. Identify appropriate and sufficient services resources to ensure housing stability in PSH (e.g. Medicaid).</td>
<td>Ongoing</td>
<td>$$</td>
<td>+++</td>
<td>**</td>
<td>Partially available, cannot be achieved without new funding (Medicaid, etc.)</td>
</tr>
<tr>
<td>2.3.H Expand access to low income multi-family housing by decreasing tenant screening barriers and implementing homeless preferences in low income multi-family housing.</td>
<td>2015</td>
<td>$</td>
<td>+</td>
<td>**</td>
<td>Changes in policy could be accomplished with little new cost incurred</td>
</tr>
<tr>
<td>2.3.I Explore alternative housing models that are less expensive permanent housing options, such as shared housing, host homes, boarding houses, and SROs.</td>
<td>2016</td>
<td>$$</td>
<td>+</td>
<td>**</td>
<td>Partially available, cannot be achieved without new funding</td>
</tr>
</tbody>
</table>
**Strategy 2.4: Create employment and education opportunities to support stability**

**Basis: Need, Data and Effectiveness**
Creating employment and education opportunities is an obvious approach to stabilizing people in housing and ensures that they do not return to our homeless system. Unemployment, underemployment, and low wages relative to rent burden put millions of families at risk of homelessness nationally and are frequent causes of homelessness. For many individuals experiencing homelessness, finding living wage employment is an essential part of moving on from homelessness—and usually is one of the biggest challenges.

Many individuals experiencing homelessness face obstacles to finding and maintaining employment. As a result, connecting people with job training and placement programs is critical to ensuring they have the tools they need for long-term stability and success. Further, added coordination and access to work supports like childcare subsidies and transportation assistance can help increase the likelihood that individuals will be able to retain employment.

Through employment programs, people who are or have been homeless can access job-training programs that increase their individual skill set and enhance their ability to find gainful employment. For example eighty-seven percent of the homeless individuals served by King County Community Employment Services found employment, with 70% earning enough to be self-sufficient.

### Table: Extent/People in Homelessness

<table>
<thead>
<tr>
<th>2.4.A</th>
<th>Expand the Employment Navigator role to scale and increase capacity to build stronger employer relationships.</th>
<th>2015</th>
<th>$</th>
<th>+</th>
<th>★★</th>
<th>Partially available, cannot be achieved without new revenue/leveraging resources</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.4.B</td>
<td>Integrate financial empowerment strategies into housing services to improve financial stability (e.g. money-management advice and coaching).</td>
<td>2016</td>
<td>$</td>
<td>+</td>
<td>★</td>
<td>Available</td>
</tr>
<tr>
<td>2.4.C</td>
<td>Develop internship/employment programs that are specifically designed to connect YYY to identified living-wage employment.</td>
<td>2016</td>
<td>$$</td>
<td>+</td>
<td>★★</td>
<td>Sources of revenue not identified; leverage mainstream services</td>
</tr>
<tr>
<td>2.4.D</td>
<td>Convene employment and educational organizations with the intent to (i) create a more coordinated system across the region for all populations and (ii) structure programs to meet the needs of individuals experiencing homelessness.</td>
<td>2015</td>
<td>$</td>
<td>++</td>
<td>★★</td>
<td>Can be accomplished with little new cost incurred</td>
</tr>
<tr>
<td>2.4.E</td>
<td>Collaborate with homeless liaisons in Public Schools to provide resource's needed for homeless youth to access schools and other educational facilities in an immediate and uncomplicated manner.</td>
<td>2015</td>
<td>$</td>
<td>+</td>
<td>★</td>
<td>Can be accomplished with little new cost incurred</td>
</tr>
<tr>
<td>2.4.F</td>
<td>Improve data collection on the employment needs and outcomes of people experiencing homelessness.</td>
<td>2015</td>
<td>$</td>
<td>+</td>
<td>★★</td>
<td>Can be accomplished with little new cost incurred</td>
</tr>
</tbody>
</table>
GOAL 3: A Community to End Homelessness

Solving homelessness will take more than a Committee, it will take the entire Community to End Homelessness and provide a home for all.

OVERVIEW

The 2005-2015 Ten-Year Plan brought together key leaders from multiple sectors to build political and public will to end homelessness in King County. This strong level of public and private engagement led to successes such as the Campaign to End Chronic Homelessness, through which partners developed nearly 2,400 new units of housing for chronically homeless individuals, by funding in a coordinated way to maximize our results. We have also successfully aligned funding to support strategies for addressing youth and family homelessness.

The governance and decision-making of the Committee to End Homelessness has become overly complicated and diffuse. For example, the Governing Board has authority to set strategic direction, yet does not as a body have the authority to increase revenue, change policy, or make funding decisions. The Interagency Council has the authority to recommend policy and investment priorities. The Funders Group are not aligning funding as seamlessly as envisioned, as they must balance the recommendations of the Interagency Council with their trustees or elected officials. The Consumer Advisory Council plays an important role in providing input, and is represented on the Governing Board and Interagency Council, and is a strength of the current governance structure.

All partners must be aligned if we are to meet the goals of this plan, and a new level of engagement and accountability among all sectors is needed. Formal agreements must be established among funders and providers to clarify roles and accountability for community-level, not funding stream or program-level, results. Elected officials must be presented with clear policy recommendations and investment opportunities that lead to regional, community-level results. Business and faith leaders should be presented with concrete opportunities to provide resources, financial and in-kind, to support the plan's goals. Awareness and engagement of residents of King County, including those housed and those experiencing homelessness, is a huge potential resource that efforts such as Facing Homelessness are only beginning to explore.

Staffing for CEH is necessary to provide support the success of the plan. Clear roles for CEH staff and partners must be developed and formalized.

OUTCOMES

- Goals 1 and 2 are achieved
- Accountability across sectors

STRATEGIES

Work with all CEH partners (funders and providers) to:

3.1 Establish effective decision-making body and formal agreements to guide collective action among all partners

3.2 Formalize roles for business leaders and faith community leaders

3.3 Strengthen engagement of King County residents, including those housed and those experiencing homelessness

3.4 Solidify and sustain infrastructure to operate system, including advocacy, data analysis, capacity building, planning and coordination

CEH STRATEGIC PLAN 2015 – 2018

DRAFT for Public Comment, January 2015
Goal 3: A Community to End Homelessness
<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
<th>Lead Partners</th>
<th>Cost</th>
<th>Time Frame</th>
<th>Impact</th>
<th>Funding Source</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.1.A</td>
<td>Establish a single, consolidated, inclusive leadership committee, with strong working Executive Committee, to replace existing diffuse decision-making structure (consolidation of existing Governing Board, Interagency Council, and Funders Group).</td>
<td></td>
<td>2015</td>
<td>+++</td>
<td>3 ***</td>
<td></td>
</tr>
<tr>
<td>3.1.B</td>
<td>Establish MOUs among local governments, philanthropy and funders to align funding and commit to community-level outcomes.</td>
<td></td>
<td>2015</td>
<td>+++</td>
<td>3 ***</td>
<td></td>
</tr>
<tr>
<td>3.2.A</td>
<td>Create a business leaders task force, such as the Home for Good model in Los Angeles, to support the State and Federal advocacy activities and to support implantation of the plan with resources.</td>
<td></td>
<td>2015</td>
<td>+++</td>
<td>3 ***</td>
<td></td>
</tr>
<tr>
<td>3.2.B</td>
<td>Expand existing successful initiatives that engage faith institutions and individual congregants, particularly around advocacy, recruitment of landlords, and provision of day centers, meals and shelter space.</td>
<td>One or more faith coalitions</td>
<td>2015</td>
<td>$ $</td>
<td>+++</td>
<td>3 ***</td>
</tr>
<tr>
<td>3.3.A</td>
<td>Launch a community-wide public awareness and engagement campaign to support goals of plan, focusing on humanizing people experiencing homelessness and finding ways for all residents to engage in the solution.</td>
<td></td>
<td>2015</td>
<td>$ $</td>
<td>++</td>
<td>2 **</td>
</tr>
<tr>
<td>3.4.A</td>
<td>Release an annual consolidated funding round for homeless services and housing, aligned towards outcomes of this plan, including local, state, and Federal funding.</td>
<td>[at a minimum] King County, City of Seattle, and United Way</td>
<td>2016</td>
<td>+++</td>
<td>3 ***</td>
<td></td>
</tr>
<tr>
<td>3.4.B</td>
<td>Unify funding for Continuum of Care in a single entity (apply to HUD to be a “unified funding agency”).</td>
<td>King County, City of Seattle, or CEH itself</td>
<td>2016</td>
<td>$</td>
<td>++</td>
<td>2 **</td>
</tr>
<tr>
<td>3.4.C</td>
<td>Increase and consolidate infrastructure for staffing of key functions, including HMIS, data analysis, funding applications, advocacy, capacity building, and planning and coordination; OR Create matrixed management system for staffing of key functions, including HMIS, data analysis, funding applications, advocacy, capacity building, and planning and coordination.</td>
<td>One of the funding partners</td>
<td>2015</td>
<td>$ $</td>
<td>++</td>
<td>2 **</td>
</tr>
<tr>
<td>3.4.D</td>
<td>Increase funding for or leverage existing advocacy staffing functions (this must occur outside of local government).</td>
<td>Philanthropic, business, faith or nonprofit partners</td>
<td>2015</td>
<td>$ $</td>
<td>++</td>
<td>2 **</td>
</tr>
<tr>
<td>3.4.E</td>
<td>Consolidate coordinate entry oversight.</td>
<td>One of the funding partners</td>
<td>2015</td>
<td>$</td>
<td>++</td>
<td>2 **</td>
</tr>
</tbody>
</table>

CEH STRATEGIC PLAN 2015 – 2018
CITY OF BURIEN
AGENDA BILL

Agenda Subject: Discussion on the King County Library System’s Plan to Build a Branch Library

Meeting Date: February 23, 2015

Department: City Manager
Contact: Kamuron Gurol
Telephone: (206) 248-5503

Attachments:
1. Quick Facts Sheet
2. White Center Library Project Details
3. White Center Community Library 11/19/2013 Design Drawings
4. Library Location Air Photo

Fund Source: N/A
Activity Cost: N/A
Amount Budgeted: N/A
Unencumbered Budget Authority: N/A

Adopted Initiative:
Yes No X
Initiative Description: N/A

PURPOSE/REQUIRED ACTION: The purpose of this agenda bill is to provide Council with information regarding the King County Library System’s plans to construct a new branch library to replace the current White Center Community Library.

BACKGROUND (Include prior Council action & discussion):

At the February 2nd City Council meeting, staff was requested to provide a briefing on construction of King County Library System’s replacement for the White Center Library which is located at 11220 16th Avenue SW in North Burien. The location for the replacement library is 1409 SW 107th Street which is located approximately four blocks to the north in Unincorporated King County. The attached materials provide details on the planning and design process for the new facility. A representative of the King County Library System will attend the February 23rd meeting to respond to City Council questions.

OPTIONS (Including fiscal impacts): N/A

Administrative Recommendation: N/A
Advisory Board Recommendation: N/A
Suggested Motion: N/A

Submitted by: Kamuron Gurol
Administration

Today’s Date: February 18, 2015

City Manager

File Code: \FileRecords\CC\Agenda Bill 2015\022315cm-5 KCLS White Center update.docx
New KCLS White Center Library

Questions from Burien

Quick Facts

- The existing White Center Library is in the City of Burien. The 2004 bond included funds to construct a new library to serve KCLS patrons in the North Burien / White Center general area.
- KCLS plans to expend $7M to construct a new White Center Library in the North Highline Unincorporated Area and the City of Seattle Potential Annexation Area.
- A public input process, site selection, building design, environmental review and permitting have been completed and KCLS is in the process of reviewing construction bids. Construction is planned for 2015 and 2016.
- Under the current agreement between Seattle and KCLS, all assets owned by KCLS would be transferred to Seattle upon a Seattle annexation that is effective on or before 12/31/15. The agreement expires 12/31/15 unless renewed or modified.
- Under the agreement, KCLS would also pay to Seattle up to $2M for operating expenses.

Questions

1. What reimbursement to KCLS will be collected from Seattle for the new White Center Library?
2. Would KCLS patrons have the same access and privileges in the new facility if it is taken over by Seattle? If not, what differences are anticipated and how will they be addressed?
3. How can KCLS patrons and taxpayers be assured that the new facility will not be repurposed by Seattle to something else in the future?

Next Step

- Direct staff to prepare a letter to KCLS outlining Burien’s questions and interests, for City Council review.
- Staff would continue to monitor any negotiations between KCLS and Seattle, and keep the Burien City Council apprised.
Capital Bond Improvement Projects
Your Investment. Your Library. Your Community.

White Center

Project Details
The planning and design process is underway for a new 10,000 square foot library with more materials, computers, wireless access, and space for children and teens.

New Library Address: 1409 SW 107th Street
Expected Construction Start Date: Summer 2015
Project Status: In Progress
Architect: NBBJ
Contractor: N/A

Preliminary Designs +
Photos of Construction +
Events +

Monthly Updates
2015

January
KCLS is still awaiting approval of permits which were filed with King County Department of Environmental Review on May 30. The project has been bid, and bids are due February 9. Construction is anticipated to start shortly thereafter and will last about one year.

2014

December 2014
KCLS is still awaiting approval of permits which were filed with King County Department of Environmental Review on May 30, and hopes to the bid the project in January 2015.

Current Closures
Renton Library

Contact Us
General questions or comments
Construction Inquiries:
Greg Smith
425.369.3237
Media Inquiries
Julie Acteson
425.369.1973
Public Inquiries
Debora Harrell
425.369.3276

Sign up for project updates
First Name:
Last Name:
*Email Address:
Submit
November 2014
KCLS filed for permits with King County Department of Environmental Review in May and hopes to have the permit by year-end.

October 2014
The planning process continues for the new 10,000 square foot library. KCLS filed for permits with the King County Department of Environmental Review on Friday, May 30.

September 2014
The planning process continues for the new 10,000 square foot library. KCLS filed for permits with the King County Department of Environmental Review on Friday, May 30.

August 2014
The planning process continues for the new 10,000 square foot library. KCLS filed for permits with the King County Department of Environmental Review on Friday, May 30.

July 2014
The planning process continues for the new 10,000 square foot library. KCLS filed for permits with the King County Department of Environmental Review on Friday, May 30.

June 2014
The planning process continues for the new 10,000 square foot library. KCLS filed for permits with the King County Department of Environmental Review on Friday, May 30.

May 2014
The project is still in the design development phase. KCLS will file for permits once boundary line adjustments have been approved by the County.

April 2014
Consultants continue to work on design development for the new 10,000 square foot library. Boundary line adjustments have been submitted to the County for approval.

March 2014
Consultants continue to work on design development for the new 10,000 square foot library. To make way for the new library, three parcels of land are being cleared and two houses are scheduled for demolition.

February 2014
Consultants continue to work on design development for the new 10,000 square foot library. To make way for the new library, three parcels of land are being cleared and two houses are scheduled for demolition.

January 2014
Consultants continue to work on design development for the new 10,000 square foot library. To make way for the new library, three parcels of land are being cleared and two houses are scheduled for demolition after natural gas tanks are removed.

2013

December 2013
Consultants continue to work on schematic designs for the new 10,000 square foot library. To make way for the new library, three parcels of land are being cleared and two houses are scheduled for demolition after natural gas tanks are removed.

November 2013
Consultants are working on schematic designs for the new 10,000 square foot library. All three parcels of land are being cleared and two houses are scheduled for demolition after natural gas tanks are removed. A second public meeting was held Tuesday, November 19 at Mount View Elementary School.

October 2013
Consultants are working on schematic designs for the new 10,000 square foot library. A second public meeting is scheduled for Tuesday, November 19, 6:30pm at Mount View Elementary School, located at 10811 12th Avenue SW.

September 2013
The planning and design process continues for the new library project. Bids to clear the lot and demolish two vacant houses on the new property are under review and a hazardous material site survey will soon be conducted.

August 2013
The planning and design process continues and architects are refining designs following a public meeting held in July, which was attended by 50 people who shared positive feedback on site plan designs.

July 2013
The planning process is underway for the new library. The first public meeting was
June 2013
The planning process continues and the architect firm NBBJ was selected for the project. A public meeting is scheduled for Thursday, July 18, 6:30pm at Mount View Elementary School, located across the street from the new site, at 10811 12th Avenue SW, Seattle, WA 98146.

May 2013
The process for hiring an architect firm is nearing completion. After statements of qualifications were received from firms, three finalists were interviewed on May 17 by representatives from KCLS and the community. The firm that was selected will soon be announced.

April 2013
The process for hiring an architect firm is underway and statements of qualifications were due April 10. After the submissions are evaluated, a short list will be compiled for interviews with representatives from KCLS and the community.

March 2013
The planning process is underway for a new 10,000 square foot library. A request for qualifications has been issued to hire an architecture firm.

February 2013
At the February 26, 2013 Board of Trustees meeting, the Board directed staff to proceed with the acquisition of the site at SW 107th Street and 14th Avenue, subject to new information, conditions or grounds for reconsideration of the site selection.
Attended: Mayor Lucy Krakowiak; Deputy Mayor Nancy Tosta; Councilmembers Steve Armstrong, Lauren Berkowitz, Bob Edgar, Jerry Robinson, Debi Wagner; City Manager Kamuron Gurol; & Facilitator Jim Reid.

**BURIEN CITY COUNCIL AGREES ON SEVEN PRIORITIES FOR 2015 - 2016**

1. Economic development and community wealth
2. Public safety
3. Community engagement
4. Homelessness
5. Animal issues
6. Regional Partnerships
7. Informed Decisions

During the discussion, Council members expressed these interests:

- Be proactive in shaping our Burien's future.
- Intentionally build financial, social, environmental, and community wealth.
- Communicate even more effectively with residents and businesses.
- Strengthen citizen involvement.
- Work effectively with one another and the staff.

The Burien City Council Retreat was held on January 24, 2015 at the Burien Community Center from 8:30am to 3:30pm. Several one or two local residents attended for portions of the meeting. No public comment was taken.

The meeting was facilitated by Jim Reid and City Manager Kamuron Gurol attended as the staff resource. The agenda was divided in to two major components. First, Identifying Key Priorities to guide staff work in 2015 and 2016, and second discussing the Council's list of Future Agenda Items. The first component was completed a little early in the day, so discussion of the second component began before lunch. The meeting concluded at the schedule time of 3:30pm.

The following are notes from the flip charts developed through the day.
MORE DETAIL ON 2015 – 2016 KEY PRIORITIES

This section of the retreat summary provides the Council’s more detailed definition of each priority and of the action steps needed to advance them.

- **Economic Development and Community Wealth**

  (It was noted that the Council was scheduled to discuss and develop priority actions for economic development on January 26. The following list of bullet points reflected the Council’s discussion as of January 24.)

  Potential **goals, strategies, or action steps to advance this priority components:**

  - Improve Burien’s image through branding and marketing.
  - Promote a positive business climate.
  - Ensure that Burien has a strong workforce and sustainable people.
  - Address the Northeast Redevelopment Area (NERA).
  - Continue to encourage the development of downtown and the construction of a hotel.
  - Address impediments to development and economic growth.
  - Address the impacts of the airport on the community.
  - Continue to expand arts and cultural opportunities.
  - Attract more restaurants.
  - Leverage partnerships with the business community, citizens, and other governmental entities to expand economic opportunity.
  - Make Burien a “walkable” city.
  - Expand transit throughout the community.
  - Ensure the operations and maintenance of public facilities.
  - Work to achieve environment sustainability (climate neutral).

- **Community wealth**

- **Public Safety**

  Potential **goals, strategies, or action steps to advance this priority components:**

  - Reduce the number of broken windows in downtown businesses.
  - Address “squatting” in vacant or abandoned houses.
  - Reduce gang activity.
  - Address fireworks, particularly to minimize fireworks from going off in neighborhoods at times other than appropriate occasions, such as the Fourth of July.
  - Address sales of fortified alcohol.
  - Increase the number of patrol officers on foot and bicycles.
  - Expand neighborhood block watch efforts so that citizens do more to watch out for each other.
  - Examine code violations such as people sleeping in cars to determine if such violations are public safety issues.
Community engagement

(It was noted that a draft Community Engagement Plan was presented in fall 2014, and a proposed Final plan will be presented by Q2 2015.)

Potential goals, strategies, or action steps to advance this priority components:

- Strengthen relationships, communication, and transparency between the seven City Council members, between the Council and staff, and between the City and citizenry.
- Ensure that the membership of the City’s advisory boards and commissions reflects the diversity of the community.
- Build stronger relationships with various community organizations and neighborhoods with, perhaps, the assistance of groups such as Global to Local. Also develop comprehensive neighborhood plans.
- Reach out to leaders of block watch organizations to have them help identify potential future members of the City’s advisory boards and commissions.
- Consider establishing Council districts for electing City Council members.
- Consider the use of task forces in appropriate circumstances that would be led by Council members and would involve minimum staff effort. Examine best practices to ensure that the line between elected officials and staff is not blurred.

Homelessness

(It was noted that based on the Council’s previous direction, City staff is working with representatives of the Evans School of Public Affairs at the University of Washington de·to produce a “road map” for addressing homelessness in the community. An initial report will be presented on February 23.)

Additional potential goals, strategies, or action steps to advance this priority components:

- Consider engaging banks, a store such as Lowes or Sears, and high school students to fix up a vacant home to sell to a low-income family or person. The feasibility of this idea could be researched by the Evans School students that the City has already engaged.
- Examine the City’s ordinances, zoning and the Building Code to determine if they are impeding the provision of housing to homeless people. (Look at the Code through the eyes of homeless people.) Seattle University Law students may be of assistance with this examination.
- Elevate the conversation about homelessness to the regional level, particularly across South King County. While there may be ways we can act locally to reduce homelessness, the issue of homelessness, as well as services provided to homeless people, are regional, statewide, and national issues.
Animal Issues

(It was noted that the city contract with CARES runs through mid-2016. Options at this time appear to be: a) Renew the CARES contract and amend as needed, or b) Contract with King County for animal control services. Staff is investigating additional service options for cats. Also, the Council started, but did not complete, a review of zoning code amendments regarding the keeping of animals.)

Potential goals, strategies, or action steps to advance this priority components:

- Examine what comparable cities provide in terms of services and the costs they pay for them.
- Consider regulations to protect animals in public spaces, such as parks, and in personal vehicles during hot weather, and the level of enforcement of existing regulations.

Regional Partnerships

(It was noted that staff will work with the Port of Seattle regarding the SeaTac Airport Sustainable Airport Master Plan that is underway, and will report back to the Council.)

Potential goals, strategies, or action steps to advance this priority components:

- Effectively serve the interests, needs, and concerns of Burien citizens by serving on regional committees.
- Build, strengthen, and leverage partnerships with local, state, and federal agencies.
- Continue to work with the Port of Seattle and cities adjacent and near to SeaTac Airport to address the impacts of the airport on surrounding communities.
- Coordinate with local and state entities and agencies on Burien’s and South King County’s infrastructure needs.

Make Informed Decisions

Potential goals, strategies, or action steps to advance this priority components:

- Learn from others, particularly comparable cities.
- Work effectively with the City’s boards and commissions. Task them with citizen interaction and have them report back with research and recommendations.
- Reduce legal liability.
**DISCUSSION ON FUTURE AGENDA ITEMS**

In the afternoon the Council reviewed the current list of Future Agenda Items. The Council considered these criteria in discussing the list:

- Consistent with 2015-’16 priorities
- Resources and time required
- Community survey results
- Aligns with 2015-’16 budget
- Has been done elsewhere in comparable cities.

Council members then ranked the Future Agenda Items as High, Medium and Low Priority for 2015-2016. The four that ranked High will be addressed in 2015. The other seven, which the Council ranked either Medium or Low, will be addressed later this year and/or in 2016 as time and resources allow. In some cases, staff may bring to Council a work plan for approval before initiating work, while in other cases staff will periodically report on progress.

**High Priorities:**

- Work with the City’s advisory boards and commissions to actively engage them in helping to advance the Council’s priorities.
  - Clarify their roles and responsibilities, including any legal mandates, and how they work with the Council.
  - Review the job descriptions of the members of the boards and commissions.
  - Look at how comparable cities use their boards and commissions and how their City Councils engage with them.
  - Assess “best practices” for ad hoc task forces should the City want to consider using that forum in the future.

- Report on significant tree retention policies.
  - In February or March staff will report to Council on the staff’s findings regarding heritage tree preservation based on previous Council direction.
  - Consider how the City can balance environmental and economic interests in policies to protect significant trees.
  - Integrate tree replacement rationale and canopy coverage in the consideration and development of any new rules and regulations to protect, preserve, and maintain significant trees.
  - Delegate this work to the City Planning Commission to make recommendations to Council. The Council authorized the Planning Commission to embark on this effort after it completes its mandatory work for 2015.

- Discuss imposing term limits for the City Council.

- Follow-up on animal control issues.
Medium Priorities:

- Discuss a community recreation center.

- Discuss garbage service for businesses.
  - What are the options by which the community can achieve cleaner streets and alleyways while reducing solid waste?
  - What are the economic development, environmental, public health, public safety, community image, and fairness/equity issues and interests at stake in the options?
  - Is mandatory garbage collection an option? What are the other options to achieve our interests and goals? Should it be voluntary with added incentives for recycling?
  - This work could be assigned to the BEDP to make recommendations to present to Council.

- Discuss developing a youth council.

- Discuss banning plastic bags.

Low Priorities:

- Discuss Wi-Fi service in common areas.

- Discuss requesting the State of Washington to conduct an in-depth study of the effects of toxic materials from SeaTac Airport and the aircraft that arrive at and depart from it.

- Discuss establishing multiple rates within the Business and Occupation (B&O) Tax according to different sizes or types of businesses.
AGENDA BILL

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**PURPOSE/REQUIRED ACTION:**

The purpose of this agenda item is to provide Council a copy of a draft Handbook for Citizen Committees, Boards and Commissions.

**BACKGROUND (Include prior Council action & discussion):**

Over the past several months, the staff responsible for providing support to the City’s advisory boards and commissions has been working on a draft administrative handbook that summarizes the duties and responsibilities associated with being appointed by the City Council to serve on such groups. As part of this project, job descriptions as well as codes of conduct have been developed. The Council’s code of ethics policy adopted in 1999 (and revised in 2005) is also included as part of the Handbook. Also as part of this project, an administrative procedure concerning email usage has been outlined as well. Taken together, this Handbook and the associated documents outline a series of criteria and expectations that residents appointed to serve would be expected to follow during their service on a City advisory board or commission.

**OPTIONS (Including fiscal impacts):**

For Council discussion and review.

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Submitted by: Michael Lafreniere, Chip Davis, Dan Trimble

Administered by: [Signature]

City Manager: [Signature]

Today's Date: February 17, 2015

File Code: R:\CC\Agenda Bill 2015\022315cm-2 Commission Handbook Project.docx
Orientation Handbook for
Citizen Boards and Commissions

Approved

Kamuron Gurol
City Manager

Date
A vibrant and creative community, where the residents embrace diversity, celebrate arts and culture, promote vitality, and treasure the environment.

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<tr>
<td>Governance</td>
<td>Responsive, Effective, Collaborative</td>
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- Burien residents are welcoming, know their neighbors, and work together.
- Burien residents enjoy robust civic and cultural participation.
- Burien strives for stability by encouraging provision of basic services for all of its residents.
- Burien embraces diversity and welcomes all residents.
- Burien celebrates the many cultures and backgrounds of its residents.
- Burien cultivates a thriving array of business and community centers.
- Burien conserves its natural environment and public waterfronts.
- Burien treasures parks and open spaces, and welcomes opportunities for more.
- Burien makes sustainable land, energy, water, and transportation choices.
- Burien values local services and supports local businesses.
- Burien encourages businesses in order to expand its economic base.
- Burien promotes and supports its rich palette of arts, culture, and heritage.
- Burien believes that quality schools are essential to its long-term success.
- Burien actively promotes early childhood education and life-long learning.
- Burien supports its youth with programs to augment its schools.
- Burien promotes community vitality with health and wellness services for all ages.
- Burien encourages active living to support physical and mental health.
- Burien ensures public safety through both crime prevention and law enforcement.
- Burien's city government operates in an open & accountable manner.
- Burien's city government strives for organizational excellence.
- Burien fosters partnerships with others in pursuit of common objectives.
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Section 1: PURPOSE OF THIS HANDBOOK

This handbook is intended to be used as a general information resource for members of Citizen Advisory Boards and Commissions. In this book, you will find an overview of the various functions of the City's many appointed organizations, information regarding Burien's administrative structure, an overview of the City of Burien Code of Conduct, and the Washington State Open Public Meetings Act.

This handbook is not intended to be prescriptive, nor is it an exhaustive overview of the specific administrative procedures, regulations, and municipal codes that are relevant to a particular organization. Boards and Commissions are encouraged to recommend procedures defining agreed-upon methods to conduct their business.

The City values the effort and time commitment that its citizen volunteers give to the people of Burien. Working on a Board, Commission, or other citizen organizations can be time consuming and challenging. Citizen volunteers with questions regarding any information in this book are encouraged to contact the City Manager's Office, the City Attorney, or the Staff Liaison assigned to your particular Board or Commission.
Section 2: OVERVIEW OF THE CITY OF BURIEN GOVERNMENT

The City Vision was adopted by the City Council on July 11, 2011:

*The Vision for Burien: “A vibrant and creative community, where the residents embrace diversity, celebrate arts and culture, promote vitality, and treasure the environment.”*

The City incorporated on February 28, 1993.

STRUCTURE OF THE CITY OF BURIEN GOVERNMENT

A. City Council

Burien is a Municipal Code city with a Council/Manager form of government. Citizens elect seven Council Members, who in turn appoint a City Manager to guide day-to-day operations.

The City Council serves as the legislative body of the City of Burien. The Council formulates and adopts City policies; they approve the budget, confirm appointments and grant franchises. Council duties include adopting and amending City laws, establishing City policies and standards, approving contracts and agreements, appointing citizens to Boards and Commissions, and representing the City of Burien. The seven non-partisan City Council Members are all elected at-large to four-year staggered terms.

B. Ordinances

The Council passes all ordinances that together make up the Municipal Code. Proposed ordinances come before the City Council in a number of ways. On occasion, the Council may ask a Board or Commission to prepare an ordinance for consideration. Members of the Council or Council as a whole may choose to develop draft ordinances, or it may ask staff to prepare a draft ordinance.

After an ordinance is placed on the agenda it generally has two readings: first, and final. The first reading is the introduction and discussion, and allows the Council to make amendments. The final reading is when the revised ordinance is presented for final passage. Ordinances must pass by a majority of the Council.

C. Resolutions

The Council can also pass resolutions. Resolutions generally represent the opinion or thinking of the Council. A resolution is not law, it is a guiding principle.

D. City Manager

The City Manager is the Chief Executive Officer of the City and serves at the pleasure of the City Council. The Council appoints the City Manager to administer the City’s day-to-day operations. The City Manager works with the City departments to carry out the policies adopted by the City Council. The City Manager appoints all department heads. Department heads report directly to the City Manager.
E. Comprehensive Plan

The fundamental policy document for the City is the Comprehensive Plan. The City of Burien Comprehensive Plan was adopted in 1997 and has been amended several times since then, most recently in 2014. The Comprehensive Plan policies provide guidance and direction for all types of programs and services the City provides.

F. Advisory Boards & Commissions

To achieve its mission and reach for its vision, the City of Burien relies on the input of its citizens, and this includes relying on a number of citizen Boards and Commissions for advice and recommendations to the City Council.

It is the City Council's intent to provide opportunities for citizens to participate in the affairs and activities of city government through its Boards and Commissions to the maximum extent possible. The purpose of these policies and procedures is to provide information and definitions regarding citizen groups and to establish a process for appointment that assures a balance of viewpoints representative of the community and is open and fair to all involved.

The City Council has created four different advisory Boards and Commissions:

- Planning Commission;
- Parks and Recreation Advisory Board (aka Parks Board);
- Arts Commission;
- Burien Business and Economic Development Partnership (aka BEDP).

STRUCTURE OF THE CITY OF BURIEN ADVISORY BOARDS & COMMISSIONS

A. Role of the Advisory Boards and Commissions

The Advisory Boards and Commissions serve as advisory bodies of the Burien City Council. Although the Boards and Commissions make important recommendations about policy, they do not have the authority to create or administer policy, programs, or services; or to enforce policies or rules. However, the analysis and recommendations provided by the Boards and Commissions play an important role in furthering the effective operation of City government and various City Departments.

B. Appointments Process

All appointments, where not in conflict with state law, shall be made by a majority vote of the Council Members from nominees whose names and qualifications are presented in writing to the Council. In the first quarter of each year, the City Clerk gives written or verbal notice of pending vacancies to responsible staff. The City Clerk publicizes vacancies for the City's Boards and Commissions through various means such as advertisement in the newspaper. Standard application forms, including any supplemental materials, are provided. The recruitment period may be extended to ensure a sufficient number of qualified candidates for citizen advisory groups. Applications for City Boards and Commissions are received by the City Clerk.
C. Guidelines

The Council generally interviews applicants for City Boards and Commissions annually in March. In the event of scheduling conflicts or workload demands, alternate dates may be selected. After conducting interviews, the Council appoints new members to terms that begin in April. Appointments generally will be made by resolution at a City Council meeting in March.

D. Purpose of the Planning Commission

The Planning Commission affords residents the opportunity to actively participate in the planning of Burien through public involvement. Planning Commissioners learn the many facets of development regulations, interact with a wide variety of Burien businesses and residents participating in shaping Burien’s future, and assume an active role in regulation changes involving zoning and land use activity.

The Planning Commission has the primary responsibility for providing advice and recommendations to the City Council on Burien’s future growth through review, analysis and recommendations regarding the City’s Comprehensive Plan and related land use documents. These documents include the official zoning map, zoning code, subdivision code, SEPA code and policy statements and studies related to the Comprehensive Plan and development regulations. The Planning Commission reviews all proposed amendments to the Comprehensive Plan and periodically reviews special studies completed to keep the Plan current.

E. Purpose of the Parks & Recreation Advisory Board (Parks Board)

The Parks Board provides guidance in meeting the parks and recreational needs of the City by advising the City Council and staff on policy matters relating to planning, acquisition, development and operation of park facilities and recreational programs within the City. Citizens are appointed to the position, based on a demonstrated interest in parks and recreation, dedication to representing the interests of the public, and to some degree, based on professional training/expertise in related fields.

The Parks Board advises and makes recommendations to the City Council and the City Manager regarding the acquisition, promotion, improvement, maintenance, and use of City parks, and advises and makes recommendations in regards to recreational programs and events. Parks Board members provide an important link between and among the public and City departments, the Council and the City Manager. The information that Parks Board Members provide about community needs and opinions can have a profound effect on local policies and lead to improved services.

F. Purpose of the Arts Commission

The Arts Commission is a nine-member public advisory Board. Its purpose is to review and advise the City Council on policies, programs, incentives and regulations that serve to promote and nurture the arts as an essential component of our community. Additionally, the Commission works to further public awareness of and interest in fine
and performing arts and/or the cultural activities in the City of Burien, and also advises
the City Council and staff on the receipt of and/or purchase of works of art to be placed
on municipal property.

The Commission’s unique role is to represent the public’s views and needs about art and
culture to the Burien City Council. The Burien City Council also looks to the Arts
Commission to give it guidance on matters of public art and cultural activities. Arts
Commission members provide an important link between and among the public and City
departments, the Council and the City Manager. The information that Arts Commission
Members provide about community needs and opinions can have a profound effect on
local policies and lead to improved services.

G. Purpose of the Burien Business Economic Development Partnership (BEDP)
The BEDP has the primary responsibility for making recommendations to the City
Council on the City’s economic development efforts. The BEDP provides guidance and
advice to the City Council on Burien’s future economic development through review of
updates to the Economic Development Element of the City’s Comprehensive Plan, and to
advise the City Council on other economic development programs and priorities, as well
as related regulations and programs. Policy areas may include transportation, economic
development, parking, signage, and other business-related policies.

The BEDP reviews all proposed amendments to the Economic Development Element of
the Comprehensive Plan and periodically reviews special studies related to economic
development. The BEDP affords residents and business owners the opportunity to
actively participate in the economic development efforts of the City through policy
development and public participation. BEDP members learn about many aspects of the
local and regional economies as well as the regulations that govern new and existing
developments. BEDP members provide an important link between and among the public
and City departments, the Council and the City Manager. The information that BEDP
Members provide about community needs and opinions can have a profound effect on
local policies and lead to improved services.

THE DUTIES OF A COMMISSIONER/ADVISORY BOARD MEMBER

A. General Duties
The general duties of the Board Members/Commissioners may be summarized as
follows:

- Provide a forum for public involvement in the preparation of policies and
  regulations governing the various policies and services provided by the City of
  Burien.
- Build cooperative working relationships with City officials and staff with a
  common interest in the development and improvement of City policies and
  services.
- Assist the City Council in the planning for and provision of services to meet
  current and projected needs through recommendations.
• Regularly attend meetings as a voting member and demonstrate a commitment to Board/Commission activities.
• Be well informed on issues and agenda items in advance of meetings.

B. Restrictions and Requirements
Board Members/Commissioners should be aware of certain restrictions and requirements that may affect their tenure.
• Board Members/Commissioners must be familiar with and operate within the governing ordinances of the City of Burien.
• To ensure accountability, all applicable policies and procedures adopted by the Board/Commission shall be in written form.
• No Board Members/Commissioners may make unilateral decisions on behalf of the Board/Commission or take action without the consent of the Board/Commission.
• Individual Board Members/Commissioners must use discretion to avoid the appearance of speaking for the Board/Commission or the City, unless specifically authorized to do so.
• The Board/Commission does not direct the activities of the staff. The City Manager is responsible for staffing the Boards and Commissions and managing the daily work priorities of City staff.
• Email communications are public record and must be handled appropriately. More information on this topic is covered in OPMA training and in the attached Email Policy.

C. The Opportunities and Challenges of Membership
Serving as a volunteer on an Advisory Board/Commission has its opportunities and challenges. When anyone is thinking about joining or remaining on a Board or Commission, he or she needs to consider the following:

Opportunities:
• Board and Commission Members have access to information about proposed plans, and decisions for early participation in their development.
• Board and Commission Member involvement also permits the exercise of influence well before positions are hardened.
• Board and Commission membership provides an opportunity to learn about broader aspects of government.
• Being on a Board or Commission is an opportunity to meet new people and work on behalf of the community.
• Being on a Board or Commission is an opportunity to give back to the community and make the City of Burien a better place to live.

Challenges:
• Board and Commission Members may be asked to learn and understand large amounts of technical information.
• In a public environment there are never sufficient resources to do all of the activities that need to be done. Boards and Commissions have to compete with all of the other important ways to allocate public resources, including staff support.
• The staff assigned to the Boards and Commissions have additional responsibilities in addition to the support they provided to the Boards and Commissions. Staff may not be able to respond quickly to newly identified needs or specific requests. Occasionally Board and Commission Members may sometimes feel that staff liaisons are not responding quickly or adequately, however staff liaisons are able to provide guidance to Members about how and when they may expect a response.

ROLE OF THE CHAIR

A. Appointment
Commission and Board Members select annually from among their Members a Chair and a Vice-Chair. The Chair serves for one year and may be reappointed. The Chair is responsible for the following:
• Developing meeting agendas.
• Running the meetings and providing leadership to the Commission or Board.
• Serving as the point of contact with staff liaisons.
• Attending other meetings as needed on behalf of the Commission or Board.

B. Voting and Setting the Agenda
The Chair is a member of the Board/Commission and must vote. Voting by secret ballot is prohibited. The Chair works with the staff to develop the meeting agendas. It is helpful to allocate time estimates to each item. Members should inform staff and the Chair in advance of the meeting if they would like a specific item included on the agenda.

In addition to setting the agenda, the Chair is responsible for the following during each Board or Commission Meeting:
• Keeping the discussion on the topic.
• Clarifying and rephrasing discussion.
• Ensuring that Board/Commission Members are heard on any given topic.
• Managing the pace of the meeting.
• Separating areas of agreement from areas of disagreement.
• Summarizing discussions.
• Managing conflict.

C. Public Participation
All Board/Commission meetings are open to the general public. It is at the discretion of the Chair as to when public testimony is allowed during a public meeting. If there is a tight agenda, it may be best to have participation at the end of the meeting. If the public is to comment on a particular item it may be most appropriate to have comments first or when the specific item comes up.
Guests may not understand the procedures of the meeting; therefore it is helpful to clarify the agenda and the process at the beginning of the meeting. The Chair may also establish reasonable time limits for each speaker.

Sometimes there will be difficult behavior at the meeting; it is the responsibility of the Chair to manage the behavior.
Section 3: BEING AN EFFECTIVE COMMISSIONER

Commission and Board Members are in a critical position to shape and influence decisions and actions, it is therefore important that each Member keeps informed and up to date on issues, Council activity, and ordinances affecting the Commission or Board. Individuals who accept an appointment to a Board or Commission are committing to attending meetings and becoming involved in deliberations.

MEETING ATTENDANCE AND PARTICIPATION

Regular attendance is essential so that decisions truly represent the opinions of the Board or Commission as a whole. In addition, regular attendance enables Board or Commission Members to keep abreast of concerns and helps ensure that issues are examined from a variety of perspectives.

A. Absences

The ordinance is specific regarding the attendance requirements. If a Member has more than three consecutive unexcused absences they may be removed by action of the City Council.

It is the intent of the Chair to be in contact with Commission and Board Members absent from a significant number of meetings to discuss their participation. The City understands the need to balance family and work obligations with the needs of the Board or Commission.

Absences may be excused if the Chair is notified in advance and the Board or Commission Members vote to excuse the member.

B. Meeting Schedule

The Boards and Commissions generally meet once or twice a month. Attendance must be taken and recorded at each meeting. Each group establishes their schedule which is approved by the Council. All meetings are open to the public.

MEETING PREPARATION

Adequate preparation is another requisite for effective membership on the City’s Boards and Commissions. Staff liaisons will provide reports, proposals, and other information in advance of meetings to help make informed decisions. Do not hesitate to request any additional information needed, via the Chair, in order to make thoughtful and appropriate decisions.

Effective Board and Commission Members:
- Attend all regularly scheduled and special meetings;
- Arrive well prepared and on time for meetings;
- Recognize that serving the public interest is the top priority;
- Recognize that the group must operate in an open and public manner;
- Become knowledgeable about the legislative process and issues affecting the Board or Commission;
• Examine all available evidence before making a judgment;
• Communicate effectively and actively participate in group discussions;
• Remain aware that authority to act is granted to the Board or Commission as a whole, not to individual members;
• Possess a willingness to work with the group in making decisions;
• Recognize that compromise may be necessary in order to reach group consensus;
• Board and Commission Members are expected to work with all the other Members of the group. If one Member has a personal conflict with other Members or with the staff, please contact the Chair or the Department Director for the Department which provides staff support.

POLICY-MAKING RECOMMENDATION

A. Public Policy
Board and Commission Members should be knowledgeable about their group’s policies. It is important that members understand the fundamental meaning and characteristics of a policy.
• A policy is a written statement.
• Policies are intended to be guiding principles defining an organization’s intent and direction.
• Policies are generally set forth in broad terms so that they may remain applicable and usable for a long period of time.
• Policies should not be so detailed that they dictate how, when, or where things must be done.
• Policies may be amended, rewritten or abolished.
• Policies should be reviewed periodically to ensure that the information is still relevant.
• Policies should be written in a clear and concise manner.

Policy recommendations prepared by advisory Boards and Commissions will be submitted to the City Council for review and approval.

B. Making Recommendations to the City Council
The City Manager or the City Council may request a Board or Commission to make a recommendation on a specific item. When presenting recommendations to the Council, it is essential that Board and Commission Members keep the following in mind:
• All recommendations should be in written form. The staff can assist in the preparation of written documents.
• All ideas should be expressed in clear and concise language.
• Proposed solutions should be viable and cost-effective.
• Recommendations should identify the reasons for the changes suggested.
• The recommendation should reflect a consensus or a majority opinion of the Board or Commission Members.
C. Guiding Policy Documents

The primary policy document for the City of Burien is the Comprehensive Plan. In addition, other policy documents may provide additional guidance. For example, the Parks, Recreation and Open Space Plan (PROS Plan) and the Bicycle and Pedestrian Plan also serve as important guiding documents, both for the Parks and Recreation Advisory Board and for the Parks and Recreation Department. It is important to become familiar with all of these planning documents that are relevant to your tenure as an advisory Board Member or Commissioner. These will be covered during your orientation; however, Members should always feel free to ask the Chair or staff for additional guidance concerning applicable policies.

POLICY IMPLEMENTATION: THE BUDGET PROCESS

A. City Budget Process

Local governments in Washington are required to have a budget passed by December 31 of each year. The City of Burien adopts a biennial budget (two-year budget). In year one of the two-year budget cycle, the budget is adopted and in year two of the cycle the budget is amended.

Advisory Boards and Commissions may prepare budget recommendations for projects or programs as requested by the City Council or the City Manager. Budget recommendations will typically be due in late spring.

B. Raising Money through Grants

In addition to the City budget, grant funds are available from a variety of other sources. The County, the State, and the federal government, and other groups and foundations provide funds for a variety of projects and initiatives. Depending on the grant source, the City Council oftentimes must approve all grant applications before they are submitted.

If a Board or Commission becomes aware of a funding source, it should work with the assigned staff to determine if the City should apply for a grant and, if so, who will write the grant. Grant-writing takes a great deal of time and will require staff to put aside current work in order to write the grant. The request to refocus staff work needs to be approved by the Department Director and often by the City Manager.

CONDUCTING COMMISSION OR BOARD BUSINESS

A. Public Disclosure

All Board and Commission meetings are open to the public. A majority of the membership of the Board or Commission constitutes a quorum for the transaction of business. Any action taken by the majority of those present, when those present constitute a quorum at any regular or special meeting, shall be deemed and taken as the action of the Board or Commission.
Advisory Boards and Commissions are required by City ordinance and State law to record a written summary (i.e. minutes) of all meetings. When the Board or Commission approves the minutes, the minutes are posted online by staff and filed with the City Clerk.

All meeting minutes and meeting agendas are posted on the City website.

B. Ethics and the Appearance of Fairness
Members are expected to uphold a high standard of ethics. It is extremely important that Board and Commission Members avoid conflicts of interest, or even the appearance of conflicts of interest.

A Board or Commission may recommend rules of procedure governing their operations; these rules must be consistent with State law, the Municipal Code and any rules set for the Board or Commission by the City Council and must be approved by the City Council. In the absence of a set of rules, Robert's Rules of Order should be used.

C. Quorum
A majority of the membership constitutes a quorum for the transaction of business. If a quorum is not present, no official business can take place.

D. Order of Business
After the Chair, or in the absence of the Chair, the Vice-Chair, has called the meeting to order, the procedure below is generally followed:

- Reading and approving of Meeting Minutes from previous meetings.
- Public Comment.
- Staff Reports.
- Task Forces or Subcommittee Reports.
- Unfinished Business.
- New Business.
- Meeting Calendar.
- Adjourn.

E. Lobbying
There is a very fine line between lobbying and advising; individuals lobby, Boards and Commissions advise. It is important that Members be aware of this distinction and should understand that they are in a unique position that allows them to provide information and make educated recommendations on issues. Any Board or Commission Member may testify before the Council, provided they are representing the entire Board or Commission. A Board or Commission Member becomes a lobbyist, however, when he or she individually attempts to influence the passage or defeat of any legislation by the Council.

An Advisory Board or Commission may, on occasion, request to make a presentation to the City Council. It is up to the Council to decide whether such requests will be approved and items placed on the agenda.
F. Ballot Measures

Board and Commission Members may not use public facilities or any other public resources for the purpose of assisting a campaign. Members cannot promote or oppose any ballot proposition unless they are activities which are a part of the normal and regular conduct of the office or agency. This includes calling staff to ask them advice, or discussing activities regarding the ballot measure on public property.

G. Legal Counsel

The City has legal representation. If a Board or Commission needs to have legal questions answered they may request clarification from the City Attorney. All communication with the City Attorney will be handled by staff.

H. Testifying at Council and at Hearings

Board or Commission Members often have an opportunity to testify at legislative, local government, or community hearings. When providing testimony on behalf of the Commission, Members should refrain from expressing personal opinions. It can be helpful if staff liaisons receive copies of written testimony prior to the hearing.

I. Effective Testimony

To provide effective testimony at City Council meetings or public hearings, Members should keep the following guidelines in mind:

- All testimony should be brief, concise, and honest.
- Avoid reading lengthy written testimony; instead, orally highlight important points in the written report.
- If others are offering similar testimony, try to coordinate information to avoid repetition.
- Avoid being too technical.
- Be prepared to answer questions. If you are unable to answer a question, offer to provide a written response later and always follow through.
- If you absolutely must give a personal opinion, make sure it is understood that you are not speaking for the Board or Commission, but for yourself.
- When lobbying as an individual, do not identify yourself as a Board Member or Commissioner.

THE MEDIA: MANAGING THE MESSAGE

A. Communicating with the Media

The news media (including print and online media, as well as social media) has the important function of informing the public about government operations. In doing so, these information sources provide a valuable communications link with the community. It is important to maintain a cooperative and open relationship with the media without violating privacy and other citizen rights. The following are suggested guidelines for working with the media:
- City staff are the main points of contact for all media relations. If you are making contact with the media, you should discuss your correspondence with City staff in advance.
- If members of the media are at a Board or Commission meeting, it is the responsibility of the Chair to be sure questions are answered or the media is directed to City staff for an answer.
- Remember it is OK to say, “I don’t know. I will find out for you.”
- Designate a spokesperson that will speak for the Board or Commission as a whole. This is normally, but not always the Chair.
- Be as open as possible, and keep your focus on the business of the Board/Commission. Personal opinions, especially those regarding other people, are inappropriate. The news media and social media are not the place to air dissatisfactions or carry on conflicts among board/commission members or agency employees.
- If you do not know the answer to a question or are unsure about an issue, refer the matter to the Board or Commission staff liaison.
- Keep in mind that the comments you make in public may also have to be made in a court of law. Do not risk your personal integrity or that of another by thoughtless or unwarranted remarks.
- Please notify Board or Commission staff or the Chair if you have spoken with a member of the media regarding Board or Commission business or other City policy and operations matters.

B. City Publications
The City has developed several ways of getting information out to citizens. There is an official City publication distributed quarterly to the residents of Burien, as well as a monthly electronic newsletter. The City Communications Officer serves as the editor of these and other City publications.

In addition, some City Departments publish other communications for the public. For example, the Parks and Recreation Department publishes a Recreation Guide four times per year. The guide provides general information about programs, special events, parks and ongoing construction projects. If you wish to receive these communications, speak with the staff liaison assigned to your Board or Commission.

C. Government Access and the Website
Every home that has Comcast cable receives a City of Burien government channel. This channel provides a variety of information about the City of Burien. City Council meetings are re-broadcast on the government channel daily. Channel 21 is the government channel for households with Comcast Cable.

The City maintains a comprehensive website at www.BurienWA.gov. It strives to make all documents, project reports, and other relevant information available in a timely manner. Meeting agendas and minutes are also posted on the City website and users may subscribe to be notified when agendas and minutes are posted. These are maintained at: www.BurienWA.gov/AgendaCenter.
STAFF TO THE BOARDS AND COMMISSIONS

The primary function of the Board or Commission staff is to be a liaison between the Boards and Commissions, the City Council, and the City Manager. In addition, staff notify Board or Commission Members of pertinent issues and legislative activity. They also arrange meetings, prepare meeting materials, and compile background information.

Generally, the Chair of the Board or Commission serves as the main point of contact with staff. Although Board or Commission Members may contact staff with general requests, all other items or significant work requests must be requested via the Chair.

Staff assignments and work priorities are determined by the Department work plans, which are approved by the City Manager on an annual basis. Additional staff work requests made by the Board or Commission must be approved by the City Manager.
Section 4: EXHIBITS

Job Descriptions
- Planning Commission
- Parks and Recreation Advisory Board
- Arts Commission
- Burien Business and Economic Development Partnership

Codes of Conduct
- Planning Commission
- Parks and Recreation Advisory Board
- Arts Commission
- Burien Business and Economic Development Partnership

Email Communications Policy

Code of Ethics
Job Description

PLANNING COMMISSION MEMBER

DEFINITION:
The Planning Commission is a seven member public advisory board. Its purpose is to review and advise the City Council on policies, programs, incentives and regulations involving community development for the City of Burien.

The Planning Commission affords residents the opportunity to actively participate in the planning of Burien through public involvement. Planning Commissioners learn the many facets of development regulations, interact with a wide variety of Burien businesses and residents participating in shaping Burien’s future and assume an active role in regulation changes involving zoning and land use activity.

ESSENTIAL DUTIES:
The Planning Commission has the primary responsibility for providing advice and recommendations to the City Council on Burien’s future growth through review, analysis and recommendations regarding the city’s comprehensive plan and related land use documents. These documents include the official zoning map, zoning code, subdivision code, SEPA code and policy statements and studies related to the comprehensive plan and development regulations. The Planning Commission reviews all proposed amendments to the comprehensive plan and periodically reviews special studies completed to keep the plan current.

ADDITIONAL DUTIES:
Attend conferences and/or training sessions to keep abreast of current trends in community planning and/or to better undertake their roles as Planning Commissioners.

Conduct field trips, either as a Commission or individually, to better understand the outcomes of the proposed regulations or policy proposals.

Attend other meetings such as the City Council or other various boards or committees, as deemed necessary.

TIME REQUIREMENTS:
A minimum of two (2) evening meetings per month (the 2nd and 4th Wednesday of each month from approximate 7:00 pm to 9:00 pm) plus periodic joint meetings with the City Council and periodic retreats or training sessions. Significant amounts of time are also required to review materials in preparation for these meetings.

The Planning Commission receives direction from and is responsible to the City Council, and is supported by staff from the Community Development Department.

WORKING CONDITIONS/PHYSICAL AND MENTAL EFFORT:
This position primarily conducts business indoors completing tasks such as reading and reviewing reports, plans, and other documents plus listening to presentations by staff, consultants, and the public. Commissioners also discuss their thoughts on issues before the Planning Commission and vote on recommendations to be forwarded to the City Council.

RESTRICTIONS:
Employees of the City of Burien are not eligible to be appointed to the Planning Commission.
QUALIFICATIONS:
Candidates for the Planning Commission must reside within the city. All Planning Commission members shall be selected without respect to political affiliation and shall serve without compensation. The City Council shall attempt, but shall not be obligated, to appoint Planning Commission members so that all geographic areas of the city are represented.

SKILLS AND ABILITIES:
The following list has been identified as those skills and abilities that help an Advisory Board Member or Commissioner to be successful:

* Open mindedness and a willingness to listen and learn
* Willingness to contribute verbally and in writing
* Ability to think in abstract terms
* Ability to understand the ideas of others and the capability to work to improve those ideas
* Ability to compromise and work within a team framework
* Ability to understand the needs of the Community as a whole and make recommendations that will benefit the community as a whole

TERMS OF OFFICE
Parks Board members serve terms of four (4) years; terms are staggered so that the terms of Planning Commission members do not all expire at the same time. There shall be a term limit of two consecutive full terms. After a two-year absence, members may be reappointed.
Job Description

PARKS & RECREATION ADVISORY BOARD MEMBER

DEFINITION:
The Parks & Recreation Advisory Board (aka Parks Board) is a seven member public advisory board. Its purpose is to review and advise the City Council on policies, programs, incentives and regulations involving the Parks, Recreation & Cultural Services Department of the City.

ESSENTIAL DUTIES:
The Parks Board’s unique role is to represent the public’s views and needs about parks and recreation to the Burien City Council. The Parks Board has the primary responsibility for making recommendations to the City Council on the City's Parks, Recreation and Open Space Plan and related regulations and programs, as well as policy statements on parks and recreation operations, and the natural environment. The Parks Board affords residents the opportunity to actively participate in the planning of the City through public comment. Board members learn many of the facets of the regulations governing such functions, interact with a wide variety of citizens participating in shaping Burien’s future, and assume an active role in changes involving the city’s parks, recreation programs and facilities.

The Parks Board occasionally reviews special studies or reports related to its mission and purpose in order to provide input to the City Council, the City Manager and staff, and occasionally reviews proposed amendments to the City’s Comprehensive Plan.

The Board shall (Burien Municipal Code 2.55):
• Develop bylaws to govern the internal affairs of the parks and recreation advisory board. All bylaws must be approved by the Burien City Council.
• Advise and make recommendations to the city council and the city manager regarding the acquisition, promotion, improvement, maintenance, and use of city parks, and advise and make recommendations in regards to recreational programs and events. All recommendations presented to the council must contain project funding source options and/or financial reports detailing the projected expenditure for the project.
• Make recommendations regarding available grants for the purpose of supporting city parks.
• Coordinate with the parks and recreation department to assure that the board’s recommendations are feasible and practical.
• Submit to the city council during June of each year a report of accomplishments for the previous year and work-plan recommendations for the development and operation of the parks and recreation programs and facilities, for the information of and as a recommendation to the city council in preparing the annual parks and recreation budget.
• Carry out other parks and recreation related tasks assigned by the city council or by ordinance; and
• Advise and make recommendations to the city council and the city manager regarding issues relating to regulations and care for public trees and other vegetation in a manner that ensures its viability for future generations.
• City staff are available to support the Parks Board to conduct its business and carry out its duties and responsibilities. (BMC 2.55.070)

ADDITIONAL DUTIES:
Stay abreast of community concerns and interests in order to represent citizen needs; prepare for, attend, and actively participate in monthly meetings; appropriately share expertise, thoughts, and opinions with the Board; serve on focus groups to further the work undertaken by the Board; conduct field trips, either as a Board or
individually, to better understand the outcomes of the proposed programs or policy proposals. Support programs and decisions adopted by the Board and Council; evaluate programs and services and provide recommendations based on knowledge of community needs and interests.

Prepare for, attend, and actively participate in monthly meetings. Attend other meetings such as the City Council or other various boards or committees, as deemed necessary.

Attend conferences and/or training sessions to keep abreast of current trends in the arts, cultural programs and activities, community planning and/or to better undertake their role as Parks Board Members.

TIME REQUIREMENTS:
A minimum of one (1) evening meeting per month (the 3rd Wednesday of each month from approximate 6:30pm to 8:00pm) plus periodic joint meetings with the City Council and periodic Board retreats. Reasonable amounts of time are also required to review materials in preparation for these meetings.

The Board receives direction from and is responsible to the City Council, and is supported by staff from the Parks, Recreation & Cultural Services Department.

WORKING CONDITIONS/PHYSICAL AND MENTAL EFFORT:
This position primarily conducts business indoors completing tasks such as reading and reviewing reports, plans, and other documents plus listening to presentations by staff, consultants, and the public. Board members also discuss their thoughts on issues before the Parks Board and vote on recommendations to be forwarded to the City Council.

RESTRICTIONS:
Employees of the City of Burien are not eligible to be appointed to the Parks Board.

QUALIFICATIONS:
Candidates for the Parks Board must be registered voters and must have resided within Burien for at least one year. Appointments shall be made from citizens of recognized fitness for the position, based on a demonstrated interest in parks and recreation, dedication to representing the interests of the public, and to some degree, based on professional training/expertise in related fields.

SKILLS AND ABILITIES:
The following list has been identified as those skills and abilities that help an Advisory Board Member or Commissioner to be successful:
• Open mindedness and a willingness to listen and learn
• Willingness to contribute verbally and in writing
• Ability to think in abstract terms
• Ability to understand the ideas of others and the capability to work to improve those ideas
• Ability to compromise and work within a team framework
• Ability to understand the needs of the Community as a whole and make recommendations that will benefit the community as a whole

TERMS OF OFFICE
Parks Board members serve terms of four (4) years; terms are staggered so that the terms of the Parks Board members do not all expire at the same time.
Job Description

ARTS COMMISSIONER

DEFINITION:
The Arts Commission is a nine-member public advisory board. Its purpose is to advise the City Council on issues of artistic and cultural enrichment within the City. It works to promote and nurture the arts and culture as essential components of our community for residents and visitors.

ESSENTIAL DUTIES:
The Commission's unique role is to represent the public's views and needs about art and culture to the Burien City Council. The Arts Commission also provides recommendations to the City Council on public art proposals. The Arts Commission may occasionally be asked to review and provide input on arts-related proposed amendments to the City's Comprehensive Plan or other arts-related policy matters. City staff are available to support the Commission to conduct business and carry out its duties and responsibilities (BMC 2.60.070).

ADDITIONAL DUTIES:
Submit to the City Council during June of each year a report of accomplishments for the previous year and work-plan recommendations for the promotion or development of artistic and cultural activities for the upcoming year.

Stay abreast of community concerns and interests in order to represent citizen needs; prepare for, attend, and actively participate in monthly meetings. Support programs and decisions adopted by the Commission and Council; evaluate programs and services and provide recommendations based on knowledge of community needs and interests.

Attend other meetings such as the City Council or other various boards or committees, as deemed necessary.

TIME REQUIREMENTS:
A minimum of one (1) evening meeting per month (the 4th Tuesday of each month from approximately 6:30pm to 8:00pm). Attendance at occasional City Council meetings may also occur.

The Commission receives direction from and is responsible to the City Council, and is supported by staff from the Parks, Recreation & Cultural Services Department.

RESTRICTIONS:
Employees of the City of Burien are not eligible to be appointed to the Commission.

QUALIFICATIONS:
Candidates for the Arts Commission must be a City resident. Appointments shall emphasize citizens with education, experience, and/or sincere interest in promoting arts and culture in Burien.

SKILLS AND ABILITIES:
The following list has been identified as those skills and abilities that help an Arts Commissioner to be successful:
• Open mindedness and a willingness to listen and learn
• Willingness to contribute verbally and in writing
• Ability to think in abstract terms
• Ability to understand the ideas of others and the capability to work to improve those ideas
• Ability to compromise and work within a team framework
• Ability to understand the needs of the Community as a whole and make recommendations that will benefit the community as a whole

TERMS OF OFFICE:
Arts Commission members serve terms of four (4) years, and their terms are staggered so that the terms of the Arts Commission do not all expire at the same time.
Job Description

BURIEN BUSINESS AND ECONOMIC DEVELOPMENT PARTNERSHIP
ADVISORY BOARD MEMBER

DEFINITION:
The Burien Business and Economic Development Partnership (BEDP) is a 14 member public advisory board to the City Council. Its purpose to provide guidance and advice to the City Council on Burien’s future economic development through review of updates to the economic development element of the City’s Comprehensive Plan, and to advise the City Council on other economic development programs and priorities.

The BEDP affords residents and business owners the opportunity to actively participate in the economic development efforts of the City through policy development and public participation. BEDP members learn about many aspects of the local and regional economies as well as the regulations that govern new and existing developments.

ESSENTIAL DUTIES:
The BEDP has the primary responsibility for making recommendations to the City Council on the City’s economic development efforts and related regulations and programs. Policy areas may include transportation, economic development, parking, signage, and other business related policies. The BEDP reviews all proposed amendments to the Economic Development element of the Comprehensive Plan and periodically reviews special studies related to economic development.

ADDITIONAL DUTIES:
Attend training sessions to keep abreast of current trends in economic development to better undertake their role as an Advisory Board Member for the BEDP.

Attend field trips, either as a group or individually, to better understand the outcomes of the proposed regulations or policy proposals. Attend other meetings, such as City Council or other various boards or committees meetings, as deemed necessary.

TIME REQUIREMENTS:
One regular and one study session meeting per month (the second and fourth Friday of each month from 7:30 am to 9:00 am) plus periodic joint meetings with the City Council or other Boards and Commissions. A sufficient amount of time is also required to review materials in preparation for these meetings.

The BEDP receives direction from and is responsible to the City Council, and is supported by staff from the Economic Development Division of the City Manager Department.
WORKING CONDITIONS/PHYSICAL AND MENTAL EFFORT:
This position primarily conducts business indoors completing tasks such as reading and reviewing reports, plans, and other documents plus listening to presentations by staff, consultants, and the public. Members also discuss their thoughts on issues publicly before the BEDP and vote on recommendations to be forwarded to the City Council.

RESTRICTIONS:
No City employee or member of the City Council may also serve as a member of the BEDP.

QUALIFICATIONS:
Candidates for the BEDP must represent various Burien business interests including:
- Business owners, managers and employees;
- Commercial property owners;
- Chambers of commerce and merchants’ associations;
- City of Burien residents;
- Employment and job training services;
- Education; and
- Others with interest in Burien.

SKILLS AND ABILITIES
The following list has been identified as those skills and abilities that help a BEDP member be successful:
- Open mindedness;
- Willingness to listen and learn;
- Willingness to contribute verbally and in writing;
- Ability to think in abstract terms;
- Ability to understand the ideas of others and the capability to work to improve those ideas;
- Ability to compromise and work within a team framework; and
- Ability to understand the unique needs of the Burien Community as a whole and make recommendations that will benefit the community as a whole.

TERMS OF OFFICE
BEDP members serve terms of four (4) years, and their terms are staggered so that half of the members due for re-appointment or replacement every odd-numbered year. There shall be a term limit of two consecutive full terms. A member who has served two full terms may reapply to serve on the board after a period of two years has elapsed.
Code of Conduct

PLANNING COMMISSION MEMBER

Appointed members of the City of Burien Planning Commission agree to abide by the following Code of Conduct.

As a member I will:

1. Represent the Planning Commission with dignity and pride by conducting myself in a business-like manner and respecting the rights and opinions of the City Council, public and other members of the Planning Commission.

2. Read, respect, and enforce the rules, policies, and guidelines established by the City Council and State of Washington.

3. Read and become familiar with the Comprehensive Plan, development codes and other documents that relate to Planning Commission functions.

4. Continue to gain knowledge and understanding of planning issues which affect Burien through self-study, inquiries and appropriate training.

5. Attend meetings of the Planning Commission on a regular basis and provide prior notification of any necessary absences.

6. Read meeting material packets ahead of time and come prepared to participate in meetings.

7. Participate in Planning Commission deliberations at meetings and hearings and refrain from making decisions until adequate information has been provided.

8. Minimizing unnecessary distractions, such as phones and other electronic devices, during Commission meetings.

9. Give full consideration to all aspects of a proposal and make recommendations based on the best interests of the entire community.

10. Represent the official position of the Planning Commission when authorized to speak on behalf of the Commission.

11. Treat fellow elected and appointed officials, staff and the public with courtesy, even when we disagree. Insulting, profane or excessively argumentative language or conduct will not be tolerated.

12. Refrain from situations which might appear to compromise my independent judgment (including but not limited to situations involving ex parte communications, conflicts of interest, voting on the same issue twice by virtue of serving on two different bodies, participating in a decision for which I previously served as an advocate, and accepting gifts).

13. Read and abide by the Burien Planning Commission Bylaws, Burien Code of Ethics for City Officials and Employees and American Planning Association Ethical Principles in Planning.

Signature ____________________________ Date ____________________
Code of Conduct

PARKS & RECREATION ADVISORY BOARD MEMBER

Appointed members of the City of Burien Parks & Recreation Advisory Board agree to abide by the following Code of Conduct.

As a member I will:

1. Represent the Parks Board with dignity and pride by conducting myself in a business-like manner and respecting the rights and opinions of the City Council, public and other members of the Arts Commission.

2. Read, respect, and enforce the rules, policies, and guidelines established by the City Council and State of Washington.

3. Read and become familiar with the City’s Comprehensive Plan and other documents that relate to Parks Board functions.

4. Continue to gain knowledge and understanding of issues which affect Burien through self-study, inquiries and appropriate training.

5. Attend meetings of the Parks Board on a regular basis and provide prior notification of any necessary absences.

6. Read meeting material packets ahead of time and come prepared to participate in meetings.

7. Participate in Parks Board deliberations at meetings and hearings and refrain from making decisions until adequate information has been provided.

8. Minimizing unnecessary distractions, such as phones and other electronic devices, during Board meetings.

9. Give full consideration to all aspects of a proposal and make recommendations based on the best interests of the entire community.

10. Represent the official position of the Parks Board when authorized to speak on behalf of the Board.

11. Treat fellow elected and appointed officials, staff and the public with courtesy, even when we disagree. Insulting, profane or excessively argumentative language or conduct will not be tolerated.

12. Refrain from situations which might appear to compromise my independent judgment (such as conflicts of interest or accepting inappropriate gifts).

13. Read and abide by the Burien Parks & Recreation Advisory Board Bylaws, Burien Code of Ethics for City Officials and Employees and this Code of Conduct.

Signature ____________________________________________ Date __________________________
Code of Conduct

ARTS COMMISSION MEMBER

Appointed members of the City of Burien Arts Commission agree to abide by the following Code of Conduct.

As a member I will:

1. Represent the Arts Commission with dignity and pride by conducting myself in a business-like manner and respecting the rights and opinions of the City Council, public and other members of the Arts Commission.

2. Read, respect, and enforce the rules, policies, and guidelines established by the City Council and State of Washington.

3. Read and become familiar with the City's Comprehensive Plan and other documents that relate to Arts Commission functions.

4. Continue to gain knowledge and understanding of issues which affect Burien through self-study, inquiries and appropriate training.

5. Attend meetings of the Arts Commission on a regular basis and provide prior notification of any necessary absences.

6. Read meeting material packets ahead of time and come prepared to participate in meetings.

7. Participate in Arts Commission deliberations at meetings and hearings and refrain from making decisions until adequate information has been provided.

8. Minimizing unnecessary distractions, such as phones and other electronic devices, during Commission meetings.

9. Give full consideration to all aspects of a proposal and make recommendations based on the best interests of the entire community.

10. Represent the official position of the Arts Commission when authorized to speak on behalf of the Commission.

11. Treat fellow elected and appointed officials, staff and the public with courtesy, even when we disagree. Insulting, profane or excessively argumentative language or conduct will not be tolerated.

12. Refrain from situations which might appear to compromise my independent judgment (such as conflicts of interest or accepting inappropriate gifts).

13. Read and abide by the Burien Arts Commission Bylaws, Burien Code of Ethics for City Officials and Employees and this Code of Conduct.

Signature ___________________________ Date ________________
Code of Conduct

BURIEN BUSINESS AND ECONOMIC DEVELOPMENT PARTNERSHIP MEMBER

Appointed members of the City of Burien Business and Economic Development Partnership (BEDP) agree to abide by the following Code of Conduct.

As a member I will:

1. Represent the BEDP with dignity and pride by conducting myself in a business-like manner and respecting the rights and opinions of the City Council, public and other members of the BEDP.

2. Read, respect, and enforce the rules, policies, and guidelines established by the City Council and State of Washington.

3. Read and become familiar with the City’s Comprehensive Plan and other documents that relate to BEDP functions.

4. Continue to gain knowledge and understanding of issues which affect Burien through self-study, inquiries and appropriate training.

5. Attend meetings of the BEDP on a regular basis and provide prior notification of any necessary absences.

6. Read meeting material packets ahead of time and come prepared to participate in meetings.

7. Participate in BEDP deliberations at meetings and hearings and refrain from making decisions until adequate information has been provided.

8. Minimizing unnecessary distractions, such as phones and other electronic devices, during BEDP meetings.

9. Give full consideration to all aspects of a proposal and make recommendations based on the best interests of the entire community.

10. Represent the official position of the BEDP when authorized to speak on behalf of the BEDP.

11. Treat fellow elected and appointed officials, staff and the public with courtesy, even when we disagree. Insulting, profane or excessively argumentative language or conduct will not be tolerated.

12. Refrain from situations which might appear to compromise my independent judgment (such as conflicts of interest or accepting inappropriate gifts).

13. Read and abide by the Burien BEDP Bylaws, Burien Code of Ethics for City Officials and Employees and this Code of Conduct.

Signature ___________________________ Date __________________
City of Burien Board & Commission
Email Policy

- This administrative policy establishes a uniform standard for City advisory boards and commissions and how City business correspondence is managed through the use of email.
- This City Information Technology Division (ITD) is the authority of this policy.
- City personnel designated as points of contact are responsible for enforcing this policy.
- This policy is subject to updates and changes to align to approved business requirements and processes.

Purpose
The purpose of the Commission Email Policy is to establish guidelines for commission members on how to correspond, through email, City related business activities.

Scope
This policy outlines responsibilities and expectations of individuals appointed as commission members and their correspondence with City residents and other outside contacts through email. City points of contact for each commission and board are also responsible for assisting and clarifying how correspondence for the record are archived and retained based on RCW 40.14.

Definitions
Commission Members consist of individuals appointed by City Council and represented through:
- Planning Commission
- Business and Economic Development Partnership
- Parks and Recreation Advisory Board
- Arts Commission

City Points of Contact for each board or commission will be appointed based on the supporting City department. These departments and associated points of contact can be changed at any time.

Current City Points of Contact

<table>
<thead>
<tr>
<th>Board or Commission</th>
<th>Name</th>
<th>Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>Planning Commission</td>
<td>David Johansen</td>
<td>Community Development</td>
</tr>
<tr>
<td>Business and Economic Development Partnership (BEDP)</td>
<td>Dan Trimble</td>
<td>City Manager</td>
</tr>
<tr>
<td>Parks &amp; Recreation Department Advisory Board</td>
<td>Steve Roemer</td>
<td>Parks</td>
</tr>
<tr>
<td>Arts Commission</td>
<td>Gina Killman</td>
<td></td>
</tr>
</tbody>
</table>

Administrative Policy

Commission Members
1. Commission members may use personal email accounts to correspond to City residents and other outside contacts.
2. Subject matter deemed “City business” related should be carbon copied (CC’ed) to a specified email address provided for each board or commission. All correspondence about said subject matter should be continually CC’ed to the aforementioned email address.
3. Members are required to undergo training related to the Open Public Meetings Act (RCW 42.30 and RCW 42.32).

City Points of Contact
1. Assist board or commission members to determine what is deemed City business related subject matter.
2. Review emails sent to the City email account assigned to each board or commission.
3. Assist in public disclosure requests.
4. Notify ITD of any changes to any appointed commission or board member’s term.

Adopted: XX/XX/2015; Revised: NA
CITY OF BURIEN
CODE OF ETHICS FOR CITY OFFICIALS AND EMPLOYEES

The City of Burien city officials and city employees wish to abide by a standard of ethics that will maintain the utmost trust and confidence of the citizens of Burien in their local government and its representatives (Council Resolution 115, adopted 1999; and Council Resolution 215, adopted 2005).

Section 1. Definitions. Unless the context clearly requires otherwise, the definitions in this section apply throughout this ordinance.

A. "Agency" means any City board, commission, committee, department or division. "Agency" includes all elective offices.

B. "Beneficial interest" has the meaning ascribed to it under the Washington case law. However, an ownership interest in a mutual fund or similar investment pooling fund in which the owner has no management powers does not constitute a beneficial interest in the entities in which the fund or pool invests.

C. "Compensation" means anything of economic value, however designated, that is paid, loaned, granted, or transferred, or to be paid, loaned, granted, or transferred for, or in consideration of, personal services to any person.

D. "Confidential information" means (a) inside information that if disclosed would be detrimental to or unfairly impact another party, or (b) information made confidential by law.

E. "Contract" or "grant" means an agreement between two or more persons that creates an obligation to do or not to do a particular thing. "Contract" or "grant" includes, but is not limited to, an employment contract, a lease, a license, a purchase agreement, or a sales agreement.

F. "Family" has the same meaning as "immediate family" in RCW 42.17.020.

G. "Gift" means anything of economic value for which no consideration is given. "Gift does not include:

(1) Items from family members or friends where it is clear beyond a reasonable doubt that the gift was not made as part of any design to gain or maintain influence in the agency of which the recipient is an official or employee;

(2) Items related to the outside business of the recipient that are customary and not related to the recipient's performance of official duties;

(3) Items exchanged among officials and employees or a social event hosted or sponsored by a city official or city employee for coworkers;

(4) Payments by a governmental or nongovernmental entity of reasonable expenses incurred in connection with a speech, presentation, appearance, or trade mission made in an official capacity. As used in this subsection, "reasonable expenses" are limited to travel, lodging, and subsistence expenses incurred the day before through the day after the event;

(5) Items a city official or city employee is authorized by law to accept;

(6) Payment of enrollment and course fees and reasonable travel expenses attributable to attending seminars and educational programs sponsored by a bona fide nonprofit professional, educational, or trade association, or charitable
institution. As used in this subsection, "reasonable expenses" are limited to
travel, lodging, and subsistence expenses incurred the day before through the
day after the event;

(7) Items returned by the recipient to the donor within thirty days of receipt or
donated to a charitable organization within thirty days of receipt;

(8) Campaign contributions reported under chapter 42.17 RCW;

(9) Discounts available to an individual as a member of an employee group,
occupation, or similar broad-based group; and

(10) Awards, prizes, scholarships, or other items provided in recognition of
academic or scientific achievement.

H. "Honorarium" means money or thing of value offered to a city official or city
employee for a speech, appearance, article, or similar item or activity in connection
with the city official's or city employee's official role.

I. "Official duty" means those duties within the specific scope of employment of the
city officer or city employee as defined by the official's or employee's agency or by
statute or chapter 35A of the RCW.

J. "Participate" means to participate in city action or a proceeding personally and
substantially as a city official or city employee, through approval, disapproval,
decision, recommendation, the rendering of advice, investigation, or otherwise but
does not include preparation, consideration, or enactment of legislation or the
performance of legislative duties.

K. "Person" means any individual, partnership, association, corporation, firm, institution,
or other entity, whether or not operated for profit.

L. "Responsibility" in connection with a transaction involving the city, means the direct
administrative or operating authority, whether intermediate or final, and either
exercisable alone or through subordinates, effectively to approve, disapprove, or
otherwise direct city action in respect of such transaction.

M. "City action" means any action on the part of the agency, including, but not limited to:

(1) A decision, determination, finding, ruling, or order; and

(2) A grant, payment, award, license, contract, transaction, sanction, or approval, or
the denial thereof, or failure to act with respect to a decision, determination,
finding, ruling, or order.

N. "City official" means every elected or appointed person holding a position of public
trust in a legislative office or advisory board of the city.

O. "City Employee" means an individual who is employed by the city.

P. "Thing of economic value," in addition to its ordinary meaning, includes:

(1) A loan, property interest, interest in a contract or other chose in action, and
employment or another arrangement involving a right to compensation;

(2) An option, irrespective of the conditions to the exercise of the option; and

(3) A promise or undertaking for the present or future delivery or procurement.

Q. "Transaction involving the city:" means a proceeding, application, submission,
request for a ruling or other determination, contract, claim, case, or other similar
matter that the city official, city employee, or former city employee in question
believes, or has reason to believe:

(1) Is, or will be, the subject of city action, or
(2) Is one to which the city is or will be a party; or
(3) Is one in which the city has a direct and substantial proprietary interest.

(4) Transaction involving the city does not include the following: Preparation, consideration, or enactment of legislation, including appropriation of money in a budget, or the performance of legislative duties by an official or employee; or a claim, case, lawsuit, or similar matter if the official or employee did not participate in the underlying transaction involving the city that is the basis for the claim, case, or lawsuit.

Section 2. Activities incompatible with public duties. No elected official or city employee may have an interest, financial or otherwise, direct or indirect, or engage in a business or transaction or professional activity, or incur an obligation of any nature, that is in conflict with the proper discharge of the city officer’s or city employee’s official duties.

Section 3. Financial interests in transactions. No elected official or city employee, may be beneficially interested, directly or indirectly, in a contract, sale, lease, purchase, or grant that may be made by, through, or under the supervision of the official or employee, in whole or in part, or accept, directly or indirectly, any compensation, gratuity, or reward from any other person beneficially interested in the contract, sale, lease, purchase, or grant.

Section 4. Assisting in transactions. An elected official or city employee may not use his/her position to influence the outcome of a city transaction directly or indirectly whether or not for compensation except in the course of official duties or incident to official duties.

Section 5. Confidential information—Improperly concealed records.

(1) No elected official or city employee may accept employment or engage in any business or professional activity that the official or employee might reasonably expect would require or induce him or her to make an unauthorized disclosure of confidential information acquired by the official or employee by reason of the official’s or employee’s official position.

(2) No city official or city employee may make a disclosure of confidential information gained by reason of the official’s or employee’s official position or otherwise use the information for his or her personal gain or benefit or the gain or benefit of another, unless the disclosure has been authorized by statute or by the terms of a contract involving (a) the city official’s or city employee’s agency and (b) the person or persons who have authority to waive the confidentiality of the information.

(3) No city official or city employee may disclose confidential information to any person not entitled or authorized to receive the information.

(4) No city official or city employee may intentionally conceal a record if the official or employee knew the record was required to be released under chapter 42.17 RCW, was under a personal obligation to release the record, and failed to do so. This subsection does not apply where the decision to withhold the record was made in good faith.

Section 6. Testimony of city officials and city employees. This ordinance does not prevent a city official or city employee from giving testimony under oath or from making statements required to be made under penalty of perjury or contempt.
Section 7. Special privileges. Except as required to perform duties within the scope of employment, no city official or city employee may use his or her position to secure special privileges or exemptions for himself or herself, or his or her spouse, child, parents, or other persons.

Section 8. Employment after public service. Former Councilmembers may apply for employment with the City only after being out of office for a minimum of two years. Former employees may contract with the City only at a rate comparable to what the City would pay for those services in the adopted salary and benefits plan.

Section 9. Compensation for official duties or nonperformance. No city official or city employee may, directly or indirectly, ask for or give or receive or agree to receive any compensation, gift, reward, or gratuity from a source for performing or omitting or deferring the performance of any official duty.

Section 10. Honoraria. (1) No city official or city employee may receive honoraria unless specifically authorized by the city where they serve as city official or city employee. (2) An agency may not permit honoraria under the following circumstances: (a) The person offering the honorarium is seeking or is reasonably expected to seek contractual relations with or a grant from the city and the official or employee is in a position to participate in the terms or the award of the contract or grant; (b) The person offering the honorarium is regulated by the city official or city employees and the official or employee is in a position to participate in the regulation; or (c) The person offering the honorarium is seeking or opposing or is reasonably likely to seek or oppose enactment of legislation or adoption of administrative rules or actions, or policy changes by the city official or city employee and the official or employee may participate in the enactment or adoption.

Section 11. Gifts. No city official or city employee may receive, accept, take, seek, or solicit, directly or indirectly, anything of economic value as a gift, gratuity, or favor from a person if it could be reasonably expected that the gift, gratuity, or favor would influence the vote, action, or judgment of the official or employee, or be considered as part of a reward for action or inaction.

Section 12. Use of persons, money, or property for private gain. (1) No city official or city employee may employ or use any person, money, or property under the official’s or employee’s official control or direction, or in his or her official custody, for the private benefit or gain of the official, employee, or another. (2) This section does not prohibit the use of public resources to benefit others as part of a city official’s or city employee’s official duties.

Section 13. Use of public resources for political campaigns. (1) No city official or city employee may use or authorize the use of facilities of an agency, directly or indirectly, for the purpose of assisting a campaign for election of a person to an office or for the promotion of or opposition to a ballot proposition. Knowing acquiescence by a person with authority to direct, control, or influence the actions of the city official or city employee using public resources in violation of this section constitutes a violation of this section. Facilities of an agency include,
but are not limited to, use of stationery, postage, machines, and equipment, use of city employees of the agency during working hours, vehicles, office space, publications of the agency, and clientele lists of persons served the agency. (2) This section shall not apply to the following activity:

Action taken at an open public meeting by members of an elected legislative body to express a collective decision, or to actually vote upon a motion, proposal, resolution, order, or ordinance, or to support or oppose a ballot proposition as long as (i) required notice of the meeting includes the title and number of the ballot proposition, and (ii) members of the legislative body or members of the public are afforded an approximately equal opportunity for the expression of an opposing view.


a) Alleged violation complaints will be referred to the Mayor in private. If the Mayor is the individual whose actions are being challenged, then the matter should be referred to the Deputy Mayor.

b) The Mayor may ask the City Manager to assist the City Council by providing a list of qualified experts to investigate the alleged violation.

c) The City Council by majority consensus of the whole council will select an independent third party from the list to conduct the investigation and provide an objective determination.

Section 15. Violation of the Code of Ethics. In the event the council determines the individual against who the complaint was made has violated the code, then the city council may take any or all of the following actions by a vote of five members of the whole council: (a) discuss and counsel the individual on the violation, (b) give nonpublic admonition, (c) reprimand or (d) censure by Council resolution.

Section 16. Appendices. The adopted City of Burien Code of Ethics will be added to the City of Burien Personnel Policies as Appendix D, and the City of Burien Council Policies and Procedures as Appendix A.
CITY OF BURIEN  
AGENDA BILL

<table>
<thead>
<tr>
<th>Agenda Subject: Review of Council Proposed Agenda Schedule</th>
<th>Meeting Date: February 23, 2015</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department: City Manager</td>
<td>Attachments: Proposed Meeting Schedule</td>
</tr>
<tr>
<td>Contact: Monica Lusk, City Clerk</td>
<td>Fund Source: N/A</td>
</tr>
<tr>
<td>Telephone: (206) 248-5517</td>
<td>Activity Cost: N/A</td>
</tr>
<tr>
<td>Adopted Initiative: Yes</td>
<td>Amount Budgeted: N/A</td>
</tr>
<tr>
<td></td>
<td>Unencumbered Budget Authority: N/A</td>
</tr>
<tr>
<td>Initiative Description: N/A</td>
<td>PURPOSE/REQUIRED ACTION:</td>
</tr>
<tr>
<td></td>
<td>The purpose of this agenda item is for Council to review the proposed City Council meeting schedule. New items or items that have been rescheduled are in bold.</td>
</tr>
</tbody>
</table>

**BACKGROUND (Include prior Council action & discussion):**

Per the City Council Meeting Guidelines, the proposed meeting schedule is reviewed at each meeting.

Please note that the Staff-identified Future Agenda Items have not yet been scheduled. That will be done for the next iteration of this item.

**OPTIONS (Including fiscal impacts):**

1. Review the schedule and add, delete, or move items.
2. Review the schedule and make no modifications.

**Administrative Recommendation:** Review the schedule and provide direction to staff.

**Advisory Board Recommendation:** N/A

**Suggested Motion:** None required.

Submitted by: Administration  
City Manager

Today's Date: February 18, 2015  
File Code: R/CC/Agenda Bills 2015/022315cm-4 Rev  
Agenda Schedule
CITY OF BURIEN
COUNCIL PROPOSED AGENDA SCHEDULE
2015

March 2, 7 pm Regular Meeting
Presentation on the Rainier Prep School by Founding Leader Maggie O’Sullivan.
(City Manager – Rescheduled from 1/5)
Discussion on Resolution No. 361, Supporting the Let’s Move! Cities, Towns and Counties
(LMCTC) Initiative.
(City Manager – Council direction on 10/28/14, Rescheduled 2/2/15)
Review of Potential Revision to the City Manager’s 12 Month Evaluation Process.
(City Manager)
Discussion City Council Meeting Guidelines.
(City Manager – Rescheduled from 2/23/15)
Discussion of 2016 Community Development Block Grant (CDBG) Project Applications.
(Finance)
Review of Council Proposed Agenda Schedule.
(City Manager)

March 9, Special Meeting – Advisory Board (AC, BEDP, PKS BD) Interviews

March 16, 6:30 p.m. – Special Meeting: discuss naming the 2015 Citizen of the Year Award Recipient
7 pm Regular Meeting
Motion to Adopt Resolution No. 361, Supporting the Let’s Move! Cities, Towns and Counties
(LMCTC) Initiative.
(City Manager – Rescheduled from 3/2)
Motion to Approve Appointments to Arts Commission, Business Economic Development
Partnership (BEDP), and Parks and Recreation Board.
(City Manager)
Motion on Naming the 2015 Annual Citizen(s) of the Year Award Recipient(s).
(City Manager)
Motion to Adopt City Council Meeting Guidelines.
(City Manager – Rescheduled from 3/2/15)
Motion to Approve Submittal of the 2016 Community Development Block Grant (CDBG) Project
Application for XX Project.
(Finance)
Review of Council Proposed Agenda Schedule.
(City Manager)

March 23, 7 pm Study Session
Comprehensive Plan Critical Areas Ordinance Update and Joint Meeting of City Council and
Planning Commission.
(Community Development)
Review of Council Proposed Agenda Schedule.
(City Manager)

April 6, 7 pm Regular Meeting
7:05 p.m. – 7:35 pm – Reception Honoring Citizen(s) of the Year, Outgoing Advisory Board
Members and Volunteers
Review of Council Proposed Agenda Schedule.
(City Manager)

April 20, 7 pm Regular Meeting
(City Manager)
Review of Council Proposed Agenda Schedule.
(City Manager)

April 27, 7 pm Study Session
Report on Significant Tree Retention Policies.
(Community Development - Council direction on 4/28/14)
April 27 cont’d.
Discussion of Animal Service Issues
(City Manager)
Review of Council Proposed Agenda Schedule.
(City Manager)

May 4, 7 pm Regular Meeting
Presentation of the 2014 Annual Police Report Summary.
(Police – Rescheduled from 6/1))
Review of Council Proposed Agenda Schedule.
(City Manager)

May 18, 7 pm Regular Meeting
Review of Council Proposed Agenda Schedule.
(City Manager)

May 25, Study Session – CANCELED (Memorial Day Holiday)
Review of Council Proposed Agenda Schedule.
(City Manager)

SUMMER SCHEDULE (June – August)

June 1, 7 pm Regular Meeting
Public Hearing and Discussion on the 2016 through 2021 Six-Year Transportation Improvement Program.
(Public Works)
Review of Council Proposed Agenda Schedule.
(City Manager)

June 15, 7 pm Regular Meeting
Motion to Approve Resolution No. xxx, Adopting the 2016 through 2021 Six-Year Transportation Improvement Program.
(Public Works)
Review of Council Proposed Agenda Schedule. (City Manager)

July 6, 7 pm Regular Meeting
Review of Council Proposed Agenda Schedule.
(City Manager)

July 20, 7 pm Regular Meeting
Council Update on Off-leash Dog Park Project.
(Parks)
Review of Council Proposed Agenda Schedule.
(City Manager)

August 3, 7 pm Regular Meeting
Review of Council Proposed Agenda Schedule.
(City Manager)

August 17, 7 pm Regular Meeting
Review of Council Proposed Agenda Schedule.
(City Manager)

September 7, Regular Meeting – CANCELED (Labor Day Holiday)

September 21, 7 pm Regular Meeting
Review of Council Proposed Agenda Schedule.
(City Manager)

September 28, 7 pm Study Session
Review of Council Proposed Agenda Schedule. (City Manager)
October 5, 7 pm Regular Meeting
Review of Council Proposed Agenda Schedule.
(City Manager)

October 19, 7 pm Regular Meeting
Review of Council Proposed Agenda Schedule.
(City Manager)

October 28, 7 pm Study Session
Review of Council Proposed Agenda Schedule.
(City Manager)

November 2, 7 pm Regular Meeting
Review of Council Proposed Agenda Schedule.
(City Manager)

November 16, 7 pm Regular Meeting
Review of Council Proposed Agenda Schedule.
(City Manager)

November 23, 7 pm Study Session
Review of Council Proposed Agenda Schedule.
(City Manager)

December 7, 7 pm Regular Meeting
Arts Commission Recommendations on 1%-for-Art Fund.
(Parks)
Review of Council Proposed Agenda Schedule.
(City Manager)

December 21, 7 pm Regular Meeting
Review of Council Proposed Agenda Schedule.
(City Manager)

December 28, 7 pm Study Session
Review of Council Proposed Agenda Schedule.
(City Manager)

FUTURE AGENDA ITEMS (Identified by Council)
High Priorities (1/24 Council Retreat)
   a. Discussion on Imposing Term Limits for the City Council (Legal and City Manager – Council direction on 6/2/14)
   b. Discussion on City’s Advisory Boards and Commissions to Actively Engage Them in Helping to Advance the Council’s Priorities (Council direction on 12/1/14)

Medium Priorities (1/24 Council Retreat)
   c. Discussion on Community Recreation Center (Council direction on 12/1/14)
   d. Discussion on Garbage Service for Businesses (Council direction on 4/28/14)
   e. Discussion on Developing a Youth Council (Council direction on 9/22/14)
   f. Discussion on Banning Plastic Bags (Council direction on 11/17/14)

Low Priorities (1/24 Council Retreat)
   g. Discussion on Wi-Fi Service in Common Areas (Council direction on 9/15/14)
   h. Discussion on Requesting the State to Conduct an In-Depth Study of the Effects of Toxic Materials from the SeaTac Airport and the Aircraft that Arrive and Depart from It (Council direction on 9/22/14)
   i. Discussion on Establishing Multiple Rates Within the Business and Occupation (B&O) Tax According to Different Sizes or Types of Businesses (Council direction on 11/17/14)
FUTURE AGENDA ITEMS (identified by Staff)

1. BMC Revisions Regarding Right-of-Way (Staff on 10/14/14)
2. NERA Surface Water Maintenance, Operation and Hook-Up Fees (Staff on 10/14/14)
3. Presentation and Discussion of Ordinance No. xxx, Adopting the 2014 National Electrical Code (Staff on 12/16/14)
4. Amending Zoning Code Related to Various Minor Zoning Code Text and Keeping of Animals (Staff on 12/16/14)
5. Revisions to BMC Concerning Low Impact Development (Staff on 1/7/15)
6. Additional Budget Authority for Custodial Services Contract (Staff on 1/8/15)
7. Mid-biennial Budget Amendment Presentation(s) and Adoption (Staff on 1/8/15)
8. Two Public Hearings for Mid-Biennial Budget Amendment (Staff on 1/8/15)
9. 2016 Financial Policy Presentation and Adoption (Staff on 1/8/15)
10. Property Tax Ordinance Presentation and Adoption (Staff on 1/8/15)
11. Surface Water Management Fee Presentation and Adoption (Staff on 1/8/15)
12. Appoint Voting Delegate to the 2015 Association of Washington Cities (AWC) Annual Business Meeting (June - if Council attends) (Staff on 1/8/15)
13. 2016 Federal and State Legislative Priorities (October) (Staff on 1/8/15)
14. Public Works Fee Schedule Modifications (Staff on 1/9/15)
15. Addressing Impediments to Development (Staff on 1/9/15)
16. Establishing Development Fee Implementation Dates and Credit Card Limits (Staff on 1/9/15)
17. Development Permit Technology Fee In Anticipation of Permit Tracking Software Acquisition and Maintenance (Staff on 1/9/15)
18. Critical Area Regulations BAS/Gap Analysis Update and Amendment (Staff on 1/9/15)
19. Submittal of Comprehensive Plan to PSRC/DOC for Preliminary Review and Final Acceptance (Staff on 1/9/15)
20. 2015 Comprehensive Plan Docket including Individual and Area Rezone Requests (Staff on 1/9/15)
21. BMC Airport Sound Code Update to Reflect Completion of Part 150 Noise Study (Staff on 1/9/15)
22. Sign Code Amendment Relating to Temporary Signs (Pending SCOTUS City of Gilbert Ruling) (Staff on 1/9/15)
23. 2015 – 2016 Permit Tracking System Modification/Replacement (Including Electronic Permit Integration) (Staff on 1/9/15)
24. Late 2015 – 2016 Title 17 Subdivision Code Major Revision (Staff on 1/9/15)
26. Late 2015 – 2016 Downtown Center Planning Effort (Consolidation of Downtown Vision, Policies and Actions with Outside Planning Assistance, incorporating issues such as Hotel/Entertainment/Arts District, Parking, Traffic Flow and Street Network, Pedestrian Way Finding, Sidewalk Art and Park Space with Participation by all City Departments, Downtown focused Organizations and Businesses) (Staff on 1/9/15)
27. Council Adoption of Criteria for Use of Capital Partnership Fund (Public Works/Finance on 1/10/15)
28. Potential Staffing and Resource Budget Adjustments to Reflect the Council’s Key Priorities and Work Program Goals (City Manager on 1/10/15)
29. Sound Transit Long Range Plan (Mid-year) (Staff on 1/15/15)
30. Update Water and Sewer Franchises (Staff on 1/15/15)
31. New Seattle Public Utilities Franchise (Staff on 1/15/15)
32. New Telecom Franchise (Staff on 1/15/15)
The WRIA 9 Watershed Ecosystem Forum met on Thursday February 12.

Key items:

A) Approved a funding revision for the Duwamish Gardens Project located in Tukwila.

B) Approved the addition of a mitigation policy for the WRIA 9 Salmon Habitat Plan which will allow for the use of King County mitigation funds to aid restoration projects. Funds from the King County Mitigation Reserve Program are primarily used to mitigate new damage, while Funds from WRIA 9 are used to restore old damage. The major impact of this policy is that the acreage that is returned to salmon habitat through the use of mitigation funds can not be counted towards the WRIA 9 goal of restored acreage of salmon habitat.

C) Approved the WRIA 9 Legislative Priorities.

D) Reviewed the summary of the WRIA 9 Stormwater Retrofit Project. Two stormwater projects in Burien are on the list to receive potential funding.

E) Reviewed the WRIA 9 ILA Renewal.

The ILA is an agreement among the eligible county and city governments that share interests in and responsibility for addressing long-term watershed planning and conservation of the aquatic ecosystems.

> The draft ILA will be distributed to each of the WRIA 9 Cities and King County for their internal review (including legal) and comment by the end of February.

> The Cities and County will be asked to provide any last comments by mid-April to enable preparation of a final draft ILA for the Management Committee to review at its late April meeting. Over the past few months, a number of cities have provided constructive suggestions that has improved the language in the ILA.

> At its May meeting, the WRIA 9 Watershed Ecosystem Forum will be asked to finalize the ILA for distribution to the cities and County for approval/signatures.

> It is hoped that all cities and the County will sign and renew the WRIA 9 ILA well in advance of December due date.

> Between now and May, Doug Osterman is available to provide City Councils with a short presentation on WRIA 9.

Our Actions:

> Our city attorney may need to review the February draft. It would be good if any suggested revisions could be submitted by mid-March.
> Once the final version is sent to us in May, the city will need to sign/approve the ILA by December.

> Since Doug Osterman is available to provide a short presentation, he has agreed to do a short presentation during one of our April or May Council meetings. This could be used as our report out and provide the basis for Council approval at a subsequent Council meeting.

Please contact me if you have any questions.

Thanks,
Bob Edgar
Here's my update regarding my activities over the past two weeks. Please include in our next council packet under Council Reports.

Stopped in briefly at the Puget Sound Skills Center while Governor Inslee was there connecting with students and staff.

Lucy

- **Wednesday, Jan 28th** – 2015 Sound Cities Association Regional Board and Committee Orientation, SeaTac City Hall. This event is held annually to help introduce elected officials who will be representing SCA on various regional boards and committees to regional leaders and their responsibilities. Presentations were given by Regional leaders including Larry Phillips, King County Council Chair, Josh Brown, Puget Sound Regional Council Executive Direction, Deanna Dawson, SCA Executive Director, and many others.

- **Thursday, Jan 29th** – Metro Transit Public Meeting on alternatives to Bus Route 139, St. Francis School. City staff and Metro Transit convened a community discussion, attended by 50-60 people, as well as City Manager, myself, Councilmember Steve Armstrong, and many other staff. King County Council member Dave Upthegrove described the efforts he has made and Metro staff introduced a couple of options. Smaller vans and on-call service on a limited route is likely to be introduced by June. See: https://metrot ogue.wordpress.com/2015/01/21/metro-and-burien-plan-route-139-replacement-shuttle-seek-public-comments/

- **Friday, Jan 30th** – Empty Bowls, Burien Community Center. Great turnout of citizens, current Councilmembers, and past elected officials to raise more than $21K for local food banks. Staff and other volunteers did a fabulous job! My job was clearing and wiping tables – great fun!

- **Monday, Feb 10th** – South Central Area Action Caucus Group (SCAACG), Renton City Hall. This group is referred to as a Local Integrating Organization (LIO) – of which there are several in Puget Sound. I was appointed to the SCAACG by the Sound Cities Association and this was their first meeting this year (they meet approximately quarterly). We discussed various funding opportunities for estuary and Puget Sound recovery work and how to respond to such opportunities based on priority needs among jurisdictions. Stormwater management and shellfish and fish protection are known to be priorities.

- **Weds, Feb 11** – SCA Pre-PIC Workshop on Six Types of Unacceptable Remarks and How to Respond – training by Ann Mcfarlane from Jurasic Parliament, Renton City Hall. This was a great session focused on six unacceptable behaviors on Councils and in meetings, including personal remarks, discourteous remarks, questions about motives, criticism of past actions, inflammatory language, and irrelevant comments. I understand that Kamuron is working to have Ann do some training with our Council.

- **Weds, Feb 11** – SCA PIC Meeting, Renton City Hall. This is high level summary. I am happy to provide more detailed notes to anyone who would like them (highlighted text needs attention):
  - The PIC voted to approve a policy position in support of legislation that would allow King County to bond against future hotel/motel tax revenues for affordable housing.
  - The PIC had a robust discussion about the DRAFT new Committee to End Homelessness Strategic Plan. I've been asked to seek and bring back feedback from our Council on this document. Kamuron sent this plan to the Council last week or it can be found here: http://cehkcstrategicplan.org/
  - The PIC had a discussion about the rate restructuring for the Environmental Health Services (EHS) Division of the Public Health Department, specifically as it relates to
permit fees for Farmers Markets and Temporary Events, agreeing that proposed rate increase was too high. There is a committee to look at reducing the fees. This will be discussed again later this year. For now, 2015 fees appear that they will be the same as 2014. The fees apply to vendors selling cooked/processed food, not to farmers at the markets. These fees would affect festivals and events in Burien, as well as anyone selling food at the Farmer’s Market.

- SCA discussed their Legislative priorities — including a transportation packet, flood control district levies (HB 1940/SB 5977), and SB 5811 on tribal property taxes.
- The PIC reviewed a recently conducted member survey showing high levels of satisfaction among cities with the services provided by SCA.
- All materials from the meeting can be found at: www.soundcities.org.
- SCA reported on the King County and Seattle Foundation “Communities of Opportunity” grant awards this week, with two going to neighboring communities. See below:

<table>
<thead>
<tr>
<th>Community</th>
<th>Organization</th>
<th>Project description</th>
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<tbody>
<tr>
<td>SeaTac and Tukwila</td>
<td>Global to Local</td>
<td>Work is anchored around creating a Food Innovation Network to address disparities in health and economic opportunity through collective impact. Food innovation districts offer a geographic concentration of food-oriented businesses and services that local government supports with planning and economic development initiatives. Local residents are interested in food businesses such as catering, small scale food processing, baking, launching a food truck, and urban farming. The partnership is working on a shared kitchen and multi-purpose space for several community entrepreneurs.</td>
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<tr>
<td>Rainier Valley in SE Seattle</td>
<td>HomeSight</td>
<td>Smart planning, policy and investments in the community can mitigate the current difficulty in finding affordable housing and quality jobs for low-income people and families, who are disproportionately people of color. The COO grant will be used to catalyze investment in the Rainier Valley by furthering the work of four community-led coalitions (Multicultural Community Center, On Board Othello, South Communities Organizing for Racial/Regional Equity, and the Regional Equity Network), leveraging a Byrne Justice Grant to support youth development, creating a food innovation district to foster entrepreneurial innovation and health, and steering land use and transportation planning centered on equitable development.</td>
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<tr>
<td>White Center</td>
<td>White Center Community Development Association</td>
<td>Community-driven work to create a vibrant and healthy community, including a data system shared across partners, neighborhood plan, communications, fund development and administrative support. As the lead in the White Center Promise effort, the Community Development Association puts cross-systems efforts in place that support community priorities and drive institutional change.</td>
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- Thursday, Feb 12 – Watershed Resource Inventory Area (WRIA) 9 Meeting, Renton City Hall. I attended this as the alternate to Councilmember Edgar who was also there and will likely report.

- Friday, Feb 13 – Economic Viability of Local Food Subcommittee of the Regional Food Policy Council, Puget Sound Regional Council. I am chairing this group that is developing ideas to develop the economic development component of the Action Plan recently developed by the Regional Food Policy Council. I am happy to answer questions. Please see: http://www.psrc.org/assets/11958/food_policy_action_plan_10_2014.pdf.